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Banner Student Attendance Tracking Release Guide

Release 9.1, Revised
March 2015



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Revision History

Publication Date	Summary
May 2014	New version that supports Banner Student Attendance Tracking 9.1 software.
March 2015	Changed GOBMODU references on page 12 to GUBMODU.

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Banner Student Attendance Tracking

This release guide documents Release 9.1 of the Banner® Student Attendance Tracking module. This release contains updates to existing documentation. Banner Student Attendance Tracking documentation contains information on Banner Student pages and Self-Service pages used with attendance tracking processing.

New for Release 9.1

Here is a summary of what is new in this release.

- The SOAATMT and SOAATRK administration pages are now delivered as part of the Student application instead of the Overall application.
- The following fields on SOAATMT and SOAATRK have been renamed:
 - The **Tracking** field is now labeled **Display Class**.
 - The **Self-Service Access** field is now labeled **Track Class Attendance**.
- Introductory pages used in Banner 8.x have been added to 9.x Self-Service for:
 - Terms of Usage
 - Security Question and Answer
 - Update Ethnicity and Race Survey
- You can view a class roster before the first meeting day using the **Take Roll** button, which will change and display **View Students** when in view mode.
- You can track attendance for non-standard meetings using a new GTVSDAX rule.
- Functionality for extended absence start and end dates has been updated.
- New faculty and advisor security process rules are delivered for:
 - DISPLAYATTEND - Future advisor use
 - DISPLAYATTEND - Faculty use
 - ENTERATTEND - Faculty use
- New GTVSDAX rules are delivered for:
 - ATTRAUDIT - define audit mode values used in attendance tracking (delivered in 9.0.0.1)
 - NOMEET - include non-standard meetings in attendance tracking (new for 9.1)
 - RECPERPAGE - control number of records displayed (delivered in 9.0.0.3)

- REQABSNOTE - designate if a note is required for an absence (new for 9.1)
- New update values have been added to the ATTDATEUPD GTVSDAX rule for use with last date of attendance.
 - UPDATE_ALL
 - UPDATE_ALL_FORC
 - UPDATE_FORCIBLY

Requirements

Please refer to the *Banner Student Attendance Tracking Installation Guide 9.1* document for information on the following hardware and software requirements, tested browser and tablet versions, and other installation prerequisites.

- CPU and memory
- Application server
- Application server and operating system combinations
- Banner software
- Other Ellucian software
- Oracle Database
- Supported browsers
- Java
- Tablets
- JAWS screen reader
- Database Extension Utility

Additional requirements

- If you have deployed Banner ODS/EDW, for certification information with Banner 9.x, please refer to the BPRA (Banner Performance Reporting and Analytics) and Banner 9.0 FAQ in the Commons at the following URL:

<http://www.edu1world.org/CommonsBI/wiki/document/7710#7710>

- BEIS 8.1.5 SSO Manager is required to support deep linking to a Banner 8.x Banner Self-Service URL.

Navigate between 9.x modules



Warning! When CAS is not enabled, you will need to log into the Banner Student modules separately.

Single Sign-On with CAS

Please refer to the *CAS Single Sign On Handbook* for information on using CAS and the SSO Manager.

Documentation

The Banner Student Attendance Tracking release includes the following documentation:

- *Banner Student Online Help for Attendance Tracking administrative pages*
- *Banner Student Attendance Tracking Release Guide*
- *Banner Student Attendance Tracking Installation Guide*
- *Banner Student Attendance Tracking Resolutions Report*

Pages used with Attendance Tracking

The following Banner Student pages are used with this enhancement:

- Attendance Tracking Rule Setup Page (SOATTRK)
- Attendance Tracking Meeting Rule Setup Page (SOATMT)

The following Banner Self-Service pages are used with this enhancement:

- Banner Student Self-Service - Student Attendance Tracking Page
- Banner Faculty and Advisor Self-Service - Faculty Attendance Tracking Page
- Banner Faculty and Advisor Self-Service - Mark Attendance Page

These following pages are displayed after the user logs into either Banner Student Self-Service or Banner Faculty and Advisor Self-Service, if the pages are set up to do so:

- Terms of Usage page
- Security Question and Answer page

- Update Ethnicity and Race Survey page

After these pages have been negotiated, the Attendance Tracking Self-Service pages are accessed.

Administrative pages and Student application

The Attendance Tracking Rule Setup Page (SOATRК) and Attendance Tracking Meeting Rule Setup Page (SOATMT) pages were originally delivered as part of the Banner 9.x Overall application. They have been moved into the Banner 9.x Student application. The following changes have been made to accomplish this.

The attendance tracking module record in the GUBMODU table has been updated to use a new module code of "SD". Formerly, the module code of "SO" was used.

GUBMODU_CODE	GUBMODU_NAME	GUBMODU_URL
SD	Attendance Tracking	Null

The records for the administrative pages in the GUBPAGE table have been updated to use a new module code of "SD". Formerly, the module code of "SO" was used.

GUBPAGE_CODE	GUBPAGE_NAME	GUBPAGE_GUBMODU_CODE
SOATMT	attendanceTrackingMeetingRuleSetup	SD
SOATRК	attendanceTrackingRuleSetup	SD

Update scripts are delivered to perform these updates.

Translation

Banner Student Attendance Tracking supports the following languages:

- English (Australia)
- English (Great Britain)
- English (Ireland)
- English (India)

- English (United States)
- Arabic
- French
- French (Canada)
- Portuguese (Brazil)
- Spanish

Banner 9.x User Interface

This section describes how to access and become familiar with the Banner 9.x user interface.

Banner Getting Started Guide

Please refer to the *Banner 9.x Getting Started Guide* for information such as:

- object naming conventions
- logging in to the application
- user interface details
- page details
- keyboard shortcuts
- filters and queries
- Value-Based Security (VBS)
- Supplemental Data Engine (SDE)
- Multi-Entity Processing (MEP)
- data masking
- object maintenance
- data extract
- terminology usage from Banner 8.x to Banner 9.x
- translations

Log in to Self-Service without Single Sign-On

When single sign-on is not in use, you can do the following to access Attendance Tracking.

1. Log in to Banner Self-Service 8.x.
2. Select the Attendance Tracker option on the Banner Self-Service Main Menu (bmenu.P_MainMnu).
3. Log in to Attendance Tracking on the Login page.



Note: Users need to have a session or sessions of Self-Service Banner 8.x open to use other features in Banner Self-Service that are not included in or directly accessible from the Banner 9.x Attendance Tracking pages.

Log out of Attendance Tracking

When you exit out of Attendance Tracking, *always* use the **Sign Out** button at the top of the page, and then exit out of the browser. This will completely close your session.

The application uses cookies and caching, so if you do not sign out completely, the next person who uses that computer may be able to access your attendance tracking records.

Page heading items

The Attendance Tracking pages contains the following items at the top. Some of the items can be accessed using keyboard shortcuts.

- Institution name
- **Home** button (Ctrl+ Home)
- Browse pulldown (Alt + M)

This item is not active for all browsers for this release.

- Tools menu (Alt + L)

The Tools menu contains only the Item Properties option for this release.

- Username from login
- **Sign Out** button (Ctrl + Shift + Q)
- Notification Center (number of notifications and messages)

Web Tailor Info Text

Info Text is used for the Getting Started tab for both Banner Faculty and Advisor Self-Service and Banner Student Self-Service. This text can be customized at your institution using Web Tailor. The Info Text is contained in three labels for Web Tailor procedure ATTR9: `GettingStartedTitle`, `GettingStartedBody`, and `GettingStartedFooter`.



Note: As the Info Text for the Getting Started tab can be customized at each institution, no translations are delivered for this data.

Links to other Websites or email addresses can be included in the Info Text. You can also create a link to institution-specific instructions for entering attendance data, such as a .pdf file. However, when customizing the Info Text entries on the Customize the Selected Information Text Entry page (twbkwinf.P_ModifyPgInfoText), be aware that the **Image** field is not supported for Attendance Tracking.

Information text is stored in the Web Tailor Repeating Information Text Table (TWGRINFO). There is a limit of 2000 characters per record. Records are concatenated for display.

Please refer to the *Banner Web Tailor User Guide* for information on customizing Info Text. Instructions can be found in the “Using Web Tailor” chapter.



Note: HTML formatting is not supported in the Info Text entries for Attendance Tracking. Use Markdown language to format the Info Text rather than HTML. This protects your institution against the injection of scripting into the entries.

See the “Markdown language” section that follows for more information on using Markdown language.

Web Tailor procedures

Web Tailor procedures on the Select Information Text to Customize page (twbkwinf.P_ReorderPgInfoText) are used with this enhancement.

Procedure Name	Description	Enabled	Source
ATTR9	Infotext for Banner 9.x Faculty Attendance Tracking	Y	B
SATTR9	Infotext for Banner 9.x Student Attendance Tracking	Y	B

Web Tailor labels

Web Tailor labels are used on the Reorder or Customize Information Text page (twbkwinf.P_ReorderPgInfoText?name_in=ATTR9 and twbkwinf.P_ReorderPgInfoText?name_in=SATTR9). These labels contain the seed data for the text used in the Getting Started tab in Banner Faculty and Advisor Self-Service and Banner Student Self-Service.

Use the **Copy Baseline entries to Local** button to copy the seed data. You can then modify the text as you wish.

Seq #	Label	Source	Info Text
<i>The following labels are used with procedure ATTR9 for Banner Faculty and Advisor Self-Service.</i>			
1	FGetStartedBody	Baseline	####Use this page to enter attendance tracking information for the students in your courses. * Only your courses which are open for attendance tracking are displayed. * View your course and student details. * Sort your Course List or Roster by clicking on column headers.
1	FGetStartedFooter	Baseline	If you have questions, please Email the Registrar YourRegistrar@YourInstitution.Edu
1	FGetStartedTitle	Baseline	Welcome to Banner 9.x Student Faculty Attendance Tracking
<i>The following labels are used with procedure SATTR9 for Banner Student Self-Service.</i>			
1	SGetStartedBody	Baseline	####Use this page to view attendance information in your courses. * Only your courses which are registered for are displayed. * View your course. * Sort your Course List by clicking on column headers.
1	SGetStartedFooter	Baseline	If you have questions, please Email the Registrar YourRegistrar@YourInstitution.Edu
1	SGetStartedTitle	Baseline	Welcome to Banner 9.x Student Attendance Tracking Self-Service

Markdown language

You can use Markdown language to format the Info Text for Attendance Tracking. Here are some examples of Markdown language commands and the formatting results.

Headers

Here are examples of heading levels.

Markdown Input	Output
# Level 1 Header (H1)	Level 1 Header (H1)
## Level 2 Header (H2)	Level 2 Header (H2)
##### Level 5 Header (H5)	Level 5 Header (H5)

Paragraphs

Here are examples of separating text into paragraphs and adding link breaks.

Markdown Input	Output
One or more consecutive lines of text separated by one or more blank lines.	One or more consecutive lines of text separated by one or more blank lines.
This is another paragraph.	This is another paragraph.
To create a line break, end a line in a paragraph with two or more spaces.	
I am a sentence with a line break.	I am a sentence with a line break.

Lists

Here are examples of unordered and ordered lists.

Markdown Input	Output
For unordered lists, use asterisks (*), plus signs (+), or dashes (-).	
* Red * Green * Blue	• Red • Green • Blue
+ Red + Green + Blue	• Red • Green • Blue
- Red - Green - Blue	• Red • Green • Blue
For ordered lists, use numbers.	
1. Bird 2. MacHale 3. Parish	1. Bird 2. MacHale 3. Parish

Emphasis

Here are examples of using italics and bold for emphasis.

Markdown Input	Output
Italic (em tag)	
I am <code>*emphasized*</code>	I am <i>emphasized</i>
I am <code>_emphasized_</code>	I am <i>emphasized</i>
Bold (strong tag)	
I am <code>**bold**</code>	I am bold
I am <code>__bold__</code>	I am bold

Links

Here are examples of inline, reference, and automatic links.

The reference method has two parts, the link definition and the actual link. The link definition can be placed anywhere on the page, and it will not be displayed on the page itself.

Markdown Input

Output

Inline method

```
This is [an  
example](http://  
example.com/"Optional  
Title") inline link.
```

This is [an example](http://example.com/Optional Title) inline link.

Reference method

Link definition

```
[id]: http://example.com/  
"Optional Title Here"
```

Link

```
This is [an example] [id]  
reference-method link.
```

This is [an example](http://example.com/Optional Title) reference-method link.

Note: If you do not define the link as [an example], then use the link name instead of the ID for the link definition, such as [an example]: http://example.com/ "Optional Title Here".

Automatic method

```
<http://example.com/>  
  
<address@example.com></  
code>
```

<http://example.com>

address@example.com

Tables

Here is the Markdown input for a sample formatted table.

```
| First Header | Second Header |  
|-----|-----|  
| Row1 Cell1 | Row1 Cell2 |  
| Row2 Cell1 | Row2 Cell2 |
```

Here is the output for that sample formatted table.

First Header	Second Header
Row1 Cell1	Row1 Cell2

Row2 Cell1	Row2 Cell2
------------	------------

Image call

Here is an example of calling an image for display.

Markdown Input	Output
<pre>![Alt text](/files/expand_arrow.JPG "Image call example")</pre>	Image call example

Literal characters

The characters in the following list may have special meanings in Markdown language. You can prevent Markdown language from interpreting them by placing a backslash (\) in front of them.

Character	Description
\	backslash
`	backtick
*	asterisk
_	underscore
{ }	curly braces
[]	square brackets
()	parentheses
#	hash mark
+	plus sign
-	minus sign or hyphen
.	dot
!	exclamation mark
:	colon
	pipe

Markdown Input	Output
\\	\
\'	'
*	*
_	_
\{\}	{ }
\[\]	[]
\(\)	()
\#	#
\+	+
\-	-
\.	.
\!	!
\:	:
\	

Image files

Student photographs can be displayed in attendance tracking. The following image file formats are supported:

- .gif
- .bmp
- .jpg
- .png

Filename restrictions

In Banner it is possible for student IDs to begin with numbers. However, some file systems require that files begin with a letter instead of a number. To ensure that a student's photograph can be displayed on all systems, it is required that all student picture filenames that start with a letter use the character I as the starting character. For example, a student with an ID of 12345678 would require a photograph filename of I12345678.



Note: A student with an ID of S12345678 could use a filename of either S12345678 or I12345678.

Since some file systems restrict the number of characters a file can have, to ensure that a picture can be displayed, we support removing the first two characters of a student ID, as long as the ID has five or more characters. For example, if we have a student with an ID of S12345678, any of the following filenames may be used to associate a photograph with the student:

- IS12345678
- SI12345678
- I2345678

For a student with the student ID of S12345678, the photograph for the student may use any of the following filenames:

- IS12345678.jpg
- SI12345678.jpg
- I2345678.jpg
- IS12345678.png
- SI12345678.png
- I2345678.png
- IS12345678.gif
- SI12345678.gif
- I2345678.gif
- IS12345678.bmp
- SI12345678.bmp
- I2345678.bmp

GTVSDAX rule

Remember to set the PHOTOS rule on GTVSDAX to Y to display photos in the application.

Configure photo location

The file location where student photograph files can be placed is configured using the `banner.picturesPath` property in the configuration file for each application. For example:

```
banner {  
    picturesPath = System.getProperty('base.dir') + '/test/images'  
}
```

In the example above, the `picturesPath` equals to the application's base directory appended with `/test/images`.

- If no value is provided in the application configuration files, `/test/images` will be the default location.
- If a student photograph does not exist, a default image will be displayed. The default image is configurable using the configuration file.

For more information photograph configuration, please refer to the *Banner Student Attendance Tracking Installation Guide 9.1*.

Replace default image file

To replace the default image file that is displayed when the student's actual photo is not available, do the following.

1. Select an image file to use, and name it "no-photo-available".
2. Make sure the file uses one of the four supported formats (`.bmp`, `.gif`, `.jpg`, `.png`).
3. Place the image file in the `picturesPath` location.

This image replaces the delivered default image. If these steps are not performed, the default image file delivered in the war file will be used.



Note: These steps are only for use with Banner Student Attendance Tracking. Other Banner 9.x applications may require different steps to replace the default image file.

Date formats

Date formats for Banner Student Attendance Tracking are not set up using Web Tailor. They are defined in the local specific `messages.properties` files using these properties.

- `default.dateEntry.format`
Determines the date format for the application for day, month, year, and century display.
- `default.date.format`
Determines the date format for display and entry in the user interface and validates the date entered against the format.

- `js.datepicker.dateFormat`

Determines the date format for the interactive date selection control.

Please refer to the *Banner Student Attendance Tracking Installation Guide 9.1* for more information on using date formats.

Multi-Entity Processing

Multi-Entity Processing (MEP) is available for Banner Student Attendance Tracking. The MEP institution name is displayed in the items at the top right of the Web page. Please refer to the *Multi-Entity Processing Handbook* for more information on using MEP.

The MEP URL for Self-Service uses a parameter of `mepCode` that corresponds to the `GTVVPDI_CODE` value in `GTVVPDI` table.

For example:

For the `GTVVPDI_CODE` value of *INST* (`GTVVPDI_DESC` value of Institution), the URL would be:

`http://localhost:8080/AttendanceTracking?mepCode=INST`

For the `GTVVPDI_CODE` value of *BANNER* (`GTVVPDI_DESC` value of Banner College), the URL would be:

`http://localhost:8080/AttendanceTracking?mepCode=BANNER`

To switch between institutions, the `mepCode` in the URL has to be populated accordingly, and the page has to be refreshed before the user can proceed further.

Use the following steps for MEP with Attendance Tracking for Banner Faculty and Advisor Self-Service.

1. The user logs in to a specific institution.

The institution is determined by the link the user selects, such as:

- Attendance Tracking - MEP=INST
- Attendance Tracking - MEP=BANNER
- Attendance Tracking - NO MEP CODE

Selecting the link takes the user to the Attendance Tracking login page where the username and password are entered.

2. The user is presented with a list of students and CRNs.

2.1. The student user can view the data.

2.2. The faculty member user can select a record and update the attendance information.

Value-Based Security

Banner's Value-Based Security (VBS) uses Oracle's Fine-Grained Access Control (FGAC) to provide row level security to Banner data. Using VBS with FGAC for Banner Student Attendance Tracking 9.x is optional.

- Security is implemented once and is enforced by all products and tools which access the database.
- Flexible group rules can be developed and maintained for business profiles and users. You can set up and change FGAC security definitions as business practices change.
- FGAC security is carried over to all Banner processing including:
 - Banner 9.x Administrative System
 - Banner 9.x Self-Service
- Forms are used to establish FGAC policy rules on a table, table relationships, and user access rules. These rules are still defined in Banner 8.x.
- Users, individual Banner processes, and jobs can be excluded from FGAC security.
- FGAC security rules (predicates) can be defined to include a single column or multiple columns. Oracle table rows can also be secured based on column values or other data elements.

If a Self-Service user has an Oracle username, the database connections will be proxied for that user. This means that FGAC rules may apply, and the audit trail should reflect the actual user. If the user does not have an Oracle username, then FGAC will not be in effect.

Values stored in Web Tailor or in application

For Banner Student Attendance Tracking 9.x, some values are set up in Web Tailor, and others are delivered in the application. Values delivered in the application can be reconfigured there. This is different from Banner Self-Service 8.x. This presents a new model that moves away from using Web Tailor.

Here is a list of which Web Tailor settings are and are not used by Attendance Tracking.

Web Tailor Web Page	Field	Used or Not Used by Attendance Tracking
Customize Web Rules	Web Timeout in minutes	Not used
	Maximum Number of Login Attempts	Used
	Date Display Format Mask	Not used

Web Tailor Web Page	Field	Used or Not Used by Attendance Tracking
	Date Input Format Mask	Not used
	Display Usage Page	Not used
	Enable Web Page Caching	Not used
	Use HTTP Redirection After Login	Not used
	Java Classpath	Not used
	Document Type Definition	Not used
	Document Type Definition FPI	Not used
	Document Type Definition URL	Not used
	Language ISO 639-1	Not used
Customize Global User Interface Settings	System or Institution Name	Not used (<i>ellucian.UNIVERSITY</i> is delivered as part of the institution's Banner image file. Edit the file at your site to include your institution's image.)
Customize a Web Tailor Parameter	Parameter Name	Used

Using Banner Data Extract

You can extract data from the Attendance Tracking pages to a spreadsheet. Extracted data can be saved to a file with a `.xls` extension. Once in a spreadsheet, you can easily make graphs and reports for the data.

On some pages, you have the option to extract detail data from the current section either with or without data from the Key block included. The **Data Extract Option** field on GUA-OBJs determines which extract option is available for a page or if data extract is not available for the page.

Please refer to the *Banner 9.x Getting Started Guide* for more information on using data extract.

Perform a data extract

To perform a data extract, complete the following steps:

1. Access the Banner page.
2. If applicable, display the desired records on the page.
3. Click **Data Extract**.
4. Select the following option from the Data Extract window:
Excel Spreadsheet (.xls)
5. Click **Next**.
6. Select that data that you would like to extract.
7. Click **Next**.
8. Click **Download or view the file**.
9. Open the file using an application on your computer, or save the file for future use.
10. Click **OK**.

Use Attendance Tracking

This section discusses attendance tracking processing and includes step-by-step instructions for setup and use, as well as the associated Banner pages, tables, view, and Self-Service pages.

Processing overview

Attendance Tracking is used to track attendance and absence statistics for students by CRN. Tracking is done at the meeting level for section meetings. The totals are then passed to the CRN if that is required. You can track total contact hours and total absence hours for the student, as well as the attendance hours for the CRN. Attendance can be marked as present or absent.

- Use the Attendance Tracking Rule Setup Page (SOATTRK) to set up attendance tracking rules by term.
- Use the Attendance Tracking Meeting Rule Setup Page (SOATMT) to set up attendance tracking meeting rules by term, CRN, and individual meeting.

Self-Service pages are also available for students to view attendance tracking information and for faculty members to enter attendance tracking information. Faculty members can enter attendance data on a laptop or mobile device in the classroom. Student photos can be displayed for verification of attendance.

Attendance tracking can be configured/activated by term, part of term, course, section, or specific class meeting. Specific dates can be defined for when attendance tracking information can be entered. The method of tracking units of attendance uses a hierarchy that works from the term downwards. When attendance tracking is set at the term level, no lower levels are needed. However, if a different method of tracking units of attendance is used for a specific part of term, course, section, or class meeting, that can be defined at a lower level than the term. The system then moves up the hierarchy to find the most specific tracking method to display in Banner Self-Service, starting at the section meeting level and then continuing upwards.

The **Absence Notified** indicator allows the faculty member to mark a student as absent but not have that affect the student's percentage, depending on the setting of the NOTIFYABS rule on GTVSDAX. This rule is used to allow for the calculation of extenuating circumstances if the institution allows for that.

Extended absence information, as well as comments about and reasons for the absence, can also be entered and stored against the absence dates. This creates the absence information for the student in the date range specified for the section meetings. It also updates the **Absence Notified** indicator and inserts any notes into the **Notes** field (in the Extended Absence window) for each section meeting. The calculation of the percentage is again controlled by the setting of the NOTIFYABS rule on GTVSDAX for notified absence. The REQABSNOTE rule on GTVSDAX can be set to require the entry of a note when the **Absence Notified** indicator is checked for single or extended absences.

Attendance tracking data already in use with the European Solution Center Banner 8.x software can be migrated to the Banner 9.x attendance tracking tables. Also, if your institution uses an external attendance tracking tool, that system data can be loaded into the Banner tables. This is done using Mass Data Update Utility (MDUU) processes that are delivered with this enhancement. The load process needs to be configured at your site for your source data tables.

It is important to remember the following when using attendance tracking:

- No section or meeting information can be changed. Only attendance information can be entered or updated.
- Absence information does not impact leave of absence information used for study paths or on the general student record (SGBSTDN).

You choose how attendance is to be recorded when the rules are defined on SOAATRK and SOAATMT. The following options are available on the Mark Attendance page in Faculty and Advisor Self-Service:

- *Hours Absent* — Faculty members enter the hours and minutes a student has been absent from the meeting. The hours present are calculated, based on the expected hours. Data is entered at the hour level and minute level.
- *Hours Present* — Faculty members enter the hours and minutes a student has been present in the meeting. The hours absent are calculated, based on the expected hours. Data is entered at the hour level and minute level.
- *Present/Absent* — Attendance is entered on a Yes/No basis. It is assumed that the student has been present for all of the expected time, unless the faculty member enters information that indicates otherwise.

When students are added to CRNs for which attendance is being tracked, student records are added dynamically for each class meeting as the faculty member accesses the page in Banner Faculty and Advisor Self-Service. Furthermore, when a student is dropped/ removed from a CRN for which attendance is being tracked, those attendance tracking records remain in the attendance history for the student. So when the drop is administrative, such as a drop/delete that causes fee assessment to be recalculated, or is the result of an error, the attendance data is retained.

Meeting rules

Meeting rules are evaluated using the data in the SORATRK and SORATMT tables. When a rule exists in SORATMT for the CRN and meeting combination, it applies to the student and the faculty member. When a rule does not exist in SORATMT for the CRN and meeting combination, then the rules in SORATRK are evaluated for the student and faculty member. When no applicable rule exists in either table, the CRN and meeting are not displayed. Classes are only displayed for rules that are set up by term, to limit the number of terms displayed to the students.



Note: It is anticipated that rules will be set up as generically as possible. This will simplify rule creation and user understanding of the rules.

Here is the rule hierarchy used to determine the appropriate rule for a class. Once a condition has been met, that rule is used, and no further rules are examined.

1. When the term and CRN combination matches a rule in SOAATMT, that rule is used.
2. Otherwise, the rules on SOAATRK are examined in this order.
 - 2.1. When the term and CRN combination matches a rule, that rule is used.
 - 2.2. When the term and course number combination matches a rule, that rule is used.
 - 2.3. When the term and subject combination matches, that rule is used.
 - 2.4. When the term and part of term combination matches, that rule is used.
 - 2.5. When only the term matches, that rule is used.

Once the appropriate rule has been identified for a class, here is how it is evaluated.

1. When the **Display Class** indicator on SOAATMT or SOAATRK (SORATxx_TRACK_ATTEND_IND) is set to N, then no one can view the class/meeting.
2. When the **Display Class** indicator on SOAATMT or SOAATRK (SORATxx_TRACK_ATTEND_IND) is set to Y, the following is evaluated.
 - 2.1. When the **Track Class Attendance** indicator on SOAATMT or SOAATRK (SORATxx_ATTEND_ENTER_IND) is set to N, both faculty members and students can view the class/meeting.
 - 2.2. When the **Track Class Attendance** indicator on SOAATMT or SOAATRK (SORATxx_ATTEND_ENTER_IND) is set to Y, the following is true.
 - When today's date is in the date range, faculty members can view and update the class/meeting, and students can view the class/meeting.
 - Otherwise, faculty members and students can only view the class/meeting.

Here are sample combinations of rules and results based on settings of the **Track Class Attendance** indicator and the **Display Class** indicator (which activates the rule for entering attendance).

	Display Class is N		Display Class is Y	
	Track Class Attendance is N	Track Class Attendance is Y	Track Class Attendance is N	Track Class Attendance is Y
<i>Today is less than the start date</i>	Faculty - No view or update Student - No view or update	NA	Faculty - View only Student - View only	Faculty - View only Student - View only

	Display Class is N		Display Class is Y	
<i>Today is equal to the start date</i>	Faculty - No view or update Student - No view or update	NA	Faculty - View only Student - View only	Faculty - Update allowed Student - View only
<i>Today is between the start and end dates</i>	Faculty - No view or update Student - No view or update	NA	Faculty - View only Student - View only	Faculty - Update allowed Student - View only
<i>Today is equal to the end date</i>	Faculty - No view or update Student - No view or update	NA	Faculty - View only Student - View only	Faculty - View only Student - View only
<i>Today is greater than the end date</i>	Faculty - No view or update Student - No view or update	NA	Faculty - View only Student - View only	Faculty - View only Student - View only

View roster

New in the Banner Student Attendance Tracking 9.1 release is the ability of a faculty member to view the roster of a class before the first meeting day, if the rules allow this. In this case, the **Take Roll** button (used for update mode) will be relabeled **View Students** (used for view mode). The roster that is displayed shows the student information but does not allow any updates.

Exclusion dates

The dates set up on the Schedule Exclusion Rules Page (SSAEXCL) for the calendar year and part of term are used with attendance tracking to exclude classes from meeting information for holidays, in-service days, and so on. These dates/days are not counted in the number of section meetings for a class when attendance tracking records are created and are not considered in processing for the student's attendance percentage.

Meeting start and end dates

When changes are made to start and/or end dates for a meeting on the SSASECT page (SSRMEET table), this has an impact on the availability of the days displayed in the Attendance Tracking application.

For example, if a meeting start date is changed to no longer include days where attendance has been taken, those attendance records will not be displayed. When an end

date is changed to an earlier date, the result may be that associated attendance records are no longer available. The attendance data still exists, but it is not included in the data display.

If this situation occurs, the meeting start and end dates should be adjusted to include the relevant attendance information.

Expected hours

Faculty members may need to record attendance for sections that do not have regular meeting days or times in SSASECT/SSRMEET, such as an individual study session or a music lesson. Sections could have only meeting days defined, but no associated meeting time. Sections could also have no meeting days or meeting time defined.

When the attendance mode used on the Mark Attendance page in Faculty and Advisor Self-Service is for Hours Present or Hours Absent (based on the setting of the **Tracking Unit** field), and the attendance hours are entered for the first time, the **Expected Hours** value defaults to the **Attended Hours** field in the Student Details tab. The **Attended Hours** field and the **Expected Hours** field can be updated.

When the attendance mode used on the Mark Attendance page in Faculty and Advisor Self-Service is for Present/Absent (Yes or No), and the student is marked as present for the first time, the user is prompted to enter the expected hours. Once the value for the **Expected Hours** has been entered, the value defaults to the **Attended Hours** field. The **Attended Hours** field and the **Expected Hours** field can be updated. The value entered for the expected hours must be greater than or equal to the value for the attended hours.

The settings in the **Update Empty Records to Present** pulldown field for Update Empty Records to Present, Update Empty Records to Absent, Mark all Present, or Mark All Absent are not displayed when expected hours are to be entered. The Cancel this Class Meeting setting of the **Class** pulldown field is also not displayed. The Update CRN Last Date of Attendance and Update CRN Total Hours settings of the **Class** pulldown field can be used.

Security

Attendance tracking processing follows all established Banner 8.x security rules and setup. You do not need to adjust existing security settings at your institution that are used with other areas of Banner Faculty and Advisor Self-Service.

Please refer to the "Faculty Load" chapter in the *Banner Student User Guide* or the "Application Overview" chapter in the *Banner Faculty and Advisor Self-Service User Guide* for more information on using faculty security.

Three new process codes have been added to the Process Control Code Validation Page (STVPROC) for use on the Faculty/Advisor Process Rules Page (SOAFACS) with the Attendance Tracking application:

- DISPLAYATTEND - For advisor use. This process has been added in preparation for a future release. Advisors cannot currently access attendance tracking information.

- **DISPLAYATTEND** - For faculty use. This process is available except for the **PIN Control**, **Relationship**, and **Attribute Type Checking** indicators, which are set to unchecked or No.
- **ENTERATTEND** - For faculty use. This process is available except for the **PIN Control**, **Relationship**, and **Attribute Type Checking** indicators, which are set to unchecked or No.

See the “Seed Data” section for information on seed data delivered for the Process Control Code Validation Page (STVPROC) and the Faculty/Advisor Process Rules Page (SOAFACS) for these process codes and associated settings.

GTVSDAX rules

The following GTVSDAX rules are used with attendance tracking. All rules use the **Internal Code Group** of `SS ATTENDANCE`. Any changes that are made will take effect the next time a user logs in.

ATTDATEUPD rule

The ATTDATEUPD rule is used to allow the update of the last date of attendance data in Banner Student Faculty Grade Entry 9.x. Values are `UPDATE`, `UPDATE_NULL` (Update if Null), `NO_UPDATE`, `UPDATE_ALL`, `UPDATE_ALL_FORC`, or `UPDATE_FORCIBLY`. The default is `UPDATE`.

Refer to the “Last date of attendance and total hours topic” for more information on using this rule and the associated values.

ATTRAUDIT rule

The ATTRAUDIT rule is used to define audit mode values from the Grading Mode Code Validation Page (STVGMOD) that are used in attendance tracking. The value of `A` is delivered as the default for “audit mode”. You can change this to the code for used for “audit mode” on STVGMOD at your site. You can also create repeating rules on GTVSDAX for as many audit values as you need. If no value is entered, the audit count will always be 0.



Note: Banner Student Attendance Tracking uses the audit grade mode to indicate audited courses. However; some institutions use the `STVRSTS` code to indicate audited courses. When this is the case, the faculty member will not see how many students are auditing a course, and the audit count will always be displayed as 0.

CLASSCANCL rule

The CLASSCANCL rule is used to indicate whether canceled classes will be included in or excluded from the attendance percentage calculation. Values are `Y` or `N`. The default is `Y`.

This rule is one of two GTVSDAX settings used to control the calculation of the attendance percentage in the Banner Student Attendance Tracking application. The other rule is the NOTIFYABS rule. The settings for the CLASSCANCL and NOTIFYABS rules are used independently of one another, based on whether a class meeting is held or canceled.

- When the CLASSCANCL rule is set to Y, the data is considered as if the class meeting was held and all students were present.
- When the CLASSCANCL rule is set to N, the data is considered as if the class meeting was held, but no one was present, including students with a notified absence on that day.

DETNAMEFMT rule

The DETNAMEFMT rule is used to control the format of the student name in the Student Details tab in the Faculty Attendance Tracking page. The default setting is FMIL for format First Name, Middle Initial, Last Name.

Refer to the “Name format rule options topic” for more information on using this rule and the associated formats.

FACNAMEFMT rule

The FACNAMEFMT rule is used to control the format of the instructor name that is used in the student view of Staff details information. The default setting is FMIL for format First Name, Middle Initial, Last Name.

Refer to the “Name format rule options topic” for more information on using this rule and the associated formats.

LSTNAMEFMT rule

The LSTNAMEFMT rule is used to control the format of student names listed on the Faculty Attendance Tracking page. The default setting is LFMI for format Last Name, First Name, Middle Initial.

Refer to the “Name format rule options topic” for more information on using this rule and the associated formats.

NOMEET rule

The NOMEET rule is used to include non-standard meetings in attendance tracking, so faculty members can enter attendance for meetings without specific meeting days or times, such as study sessions or music lessons. Values are Y or N. The default is N.

- When the NOMEET rule is set to N, only classes with specific meeting days and times on SSASECT are displayed (standard), assuming applicable attendance tracking rules exist.

- When the `NOMEET` rule is set to `Y`, classes without specific meeting days and times on `SSASECT` are also displayed (non-standard), assuming applicable attendance tracking rules exist.

NOTIFYABS rule

The `NOTIFYABS` rule is used to indicate whether the notified absence will be included in or excluded from the attendance percentage calculation, when a class meeting is held, and the student has a notified absence, either a single absence or an extended absence. Values are `Y` or `N`. The default is `Y`.

This rule is one of two `GTVSDAX` settings used to control the calculation of the attendance percentage in the Banner Student Attendance Tracking application. The other rule is the `CLASSCANCL` rule. The settings for the `NOTIFYABS` and `CLASSCANCL` rules are used independently of one another, based on whether a class meeting is held or canceled.

- When the `NOTIFYABS` rule is set to `Y`, the data is considered as if the class meeting was held and the student was present (for a day or days with a notified absence).
- When the `NOTIFYABS` rule is set to `N`, the data is considered as if the class meeting was held, and the student was absent on the day with the notified absence.

PHOTOS rule

The `PHOTOS` rule is used to control the display of the student's photo or a photo placeholder in Self-Service. Values are `Y` or `N`. The default is `Y`.

RECPERPAGE rule

The `RECPERPAGE` rule is used to control the number of records that are displayed on a page in Self-Service. The default is `20`. The number entered must be greater than zero (`0`).

REQABSNOTE rule

The `REQABSNOTE` rule is used to determine whether a note must be entered on the Mark Attendance page when the **Absence Notified** indicator is checked. Values are `Y` or `N`. The default is `Y`.

Set this rule to `Y` if faculty members are required to enter a note for any absence being recorded. Set this rule to `N` if entry of a note for an absence is optional. This applies to single and extended absences.

TOTALHRSUP rule

The TOTALHRSUP rule is used to allow the update of the total hours data used with the last date of attendance in Banner Student Faculty Grade Entry 9.x. Values are UPDATE, UPDATE_NULL (Update if Null), or NO_UPDATE. The default is UPDATE.

Refer to the “Last date of attendance and total hours topic” for more information on using this rule and the associated values.

Name format rule options

The format options for the DETNAMEFMT, FACNAMEFMT, and LSTNAMEFMT rules are as follows:

Value	Format Description
LF30	Last name, first name for 30 characters
L30	Last name for 30 characters
L60	Last name for 60 characters
FL30	First name, last name for 30 characters
FL	First name, last name
FMIL	First name, middle initial, last name
FML	First name, middle name, last name
LFMI	Last name, first name, middle initial
LFM	Last name, first name, middle name
LFIMI30	Last name, first name initial, middle name initial for 30 characters

Last date of attendance and total hours

The last date of attendance and total hours data used in other areas of Banner Student can be updated by attendance tracking if your institution chooses to allow this. The **Last Attend Date** and **Total Hours** fields are not displayed in Banner Student Attendance Tracking. This information is stored in the SFRSTCR table (SFRSTCR_LAST_ATTEND and SFRSTCR_ATTEND_HR columns).

On GTVSDAX, use the ATTDATEUPD rule to update the last date of attendance, and the TOTALHRSUP rule to update the total hours data when attendance tracking data is submitted. The default setting is UPDATE. Here are how the settings affect the **Last Attend Date** and **Total Hours** fields.

Field	Setting	Result
Last Attend Date	UPDATE	<p>Updates the field with the most recently entered date for which attendance has been recorded, <i>if</i> this date is more recent than the date that was already in the field (the existing date from SFRSTCR).</p> <p>This option only evaluates the attendance data for the currently selected meeting.</p>
	UPDATE_NULL	<p>Only updates the last date of attendance value if the field is <code>Null</code>. (The existing value from SFRSTCR is <code>Null</code>.)</p> <p>This setting can be used to preserve attendance information from an alternate source.</p>
	NO_UPDATE	<p>Stops any further processing for the last date of attendance data from attendance tracking. (No update of the SFRSTCR value is allowed.)</p> <p>If any further updates are needed, they must be done elsewhere.</p>
	UPDATE_ALL	<p>Updates the field with the most current (maximum) date, calculated across all present attendance records for each student for the CRN, <i>except</i> when the new value is greater than the existing SFRSTCR value.</p> <p>Specific meeting attendance records are not considered.</p> <ul style="list-style-type: none"> • When the student has at least one present attendance record, the field will be updated in SFRSTCR to show the maximum attendance. • When the student does not have any present attendance records, SFRSTCR will not be updated for that student.
	UPDATE_ALL_FORC	<p>Always updates the field with the most current (maximum) date, calculated across all present attendance records for each student for the CRN. (SFRSTCR is always updated.)</p>
	UPDATE_FORCIBLY	<p>Always updates the field for a single meeting attendance record. (SFRSTCR is always updated.)</p> <p>This option only evaluates the attendance data for the currently selected meeting.</p>

Field	Setting	Result
<p>Using the UPDATE_ALL_FORC and UPDATE_FORCIBLY options allows a last date of attendance to move back in time. Here a scenario that illustrates why this may be useful.</p> <ol style="list-style-type: none"> 1. A student is marked as present on Monday and Wednesday. 2. The last date of attendance is calculated and recorded as Wednesday. 3. The student's Wednesday information is corrected to the student being absent. 4. The last date of attendance is calculated again. 5. The student's last date of attendance is now set to Monday. 		
Total Hours	UPDATE	Updates the field with the latest calculated number of hours for which the student had attended, based on the attendance data entered into Banner Student Attendance Tracking.
	UPDATE_NULL	Only updates the total hours value if the field was <i>Null</i> .
	NO_UPDATE	Stops any further processing for the total hours data from attendance tracking. The field must be populated manually by a faculty member in Banner Student Faculty Grade Entry.

Faculty members can track attendance for the duration of the section meetings. They can choose to feed the last date of attendance and total hours data each time attendance information is entered, or they can feed the data once at the conclusion of the section meetings. They can then proceed to enter grades in Banner Student Faculty Grade Entry. The last date of attendance data is fed to the SFRSTCR table, unless the GRADES_ROLLED indicator is checked for institution requirements.

Faculty members can only enter attendance data for dates that fall within the section meeting definition for the term and of part of term date. The total hours value is calculated based on this information.

Application setup

Use the following instructions to set up and work with Banner Student Attendance Tracking.

Turn attendance tracking on in Banner

Use the following steps to turn attendance tracking on for CRNs that you specify.

1. Access the Attendance Tracking Rules Setup Page (SOAATRK).
2. Enter a term in the Key block.
3. Click **Go**.
4. In the Attendance Tracking Rule section, enter the rules for the term that allow entry in Self-Service, including the tracking unit and dates.

When rules are entered for a term, a number of checks are performed to ensure that no duplicates exist based on the combination of term, part of term, subject, course number, or CRN values. Checks are also performed for unique course numbers. You cannot have a rule for a course number and a second rule for the same course number combined with a subject.

5. Verify that the **Track Class Attendance** indicator is checked. (The default is checked.)
6. Verify the start and end dates for Self-Service.

These dates are defaulted in based on the data entered in the rule. When term data only is entered, the result is that the main term dates are defaulted in. When a part of term is entered, the part of term dates are defaulted in, and so on.

7. Save your changes.

Turn attendance tracking off in Banner

Use the following steps to turn attendance tracking off for CRNs that you specify.

1. Access the Attendance Tracking Rules Setup Page (SOAATRK).
2. Enter a term in the Key block.
3. Click **Go**.
4. In the Attendance Tracking Rule section, uncheck the **Track Class Attendance** indicator for the rule that is no longer used.
5. Save your changes.

Create attendance tracking meeting rules

Use the following steps to define attendance tracking meeting rules for CRNs.

1. Access the Attendance Tracking Meeting Rule Setup Page (SOAATMT).
2. Enter the term and CRN for the rule in the Key block.
3. Select the section meeting session for which you wish to create a rule.
4. Enter tracking data for the section meeting session selected in the above step.
5. Save your changes.

Enter attendance and absence information for a CRN in Banner Faculty and Advisor Self-Service

This procedure explains how to enter attendance information for a CRN using the Faculty Attendance Tracking Page and the Mark Attendance Page.

Records on the Faculty Attendance Tracking page are listed in numeric order by CRN and term order. There is a separate row for each student for each CRN/course section.

Use the following steps to enter and view attendance and absence information.

1. Access the Faculty and Advisors menu in Banner Faculty and Advisor Self-Service 8.x.
2. Select Attendance Tracker.
3. When the Faculty Attendance Tracking page is displayed, a list of available CRNs and sessions displayed for the faculty member.
4. Select a CRN and session, and view the course details in the Course Details tab.
Details are displayed for the course, students, and staff.
5. Select the **Take Roll** button to access the Mark Attendance page for the CRN.
6. Scroll through the class dates to view attendance and absence information for section meetings.
7. Perform actions that affect the entire class roster for the chosen date.
 - 7.1. Use the **Class** pulldown field to cancel the specific class meeting, update the last date of attendance, or update the total hours.
 - 7.2. Use the **Update Empty Records to Present** pulldown field to designate all students in the CRN as present or absent or to update empty records to present or absent.
8. Perform actions that affect a single student for the chosen date.
 - 8.1. Select a student record to view attendance details in the Student Details tab.
 - 8.2. Use the **Hours Attended** field to define the hours and minutes the student was in attendance.
 - 8.3. Use the **Extended Absence** button to open the Extended Absence window.
 - 8.4. Enter the start and end dates and any comments for a student's long term absence.
9. Save the changes.

View attendance information in Banner Student Self-Service

Students can view a summary of their attendance using the Student Attendance Tracking Page. The system displays all attendance records for courses (CRNs) for a student, subject to the rules that are in effect.

Use the following steps to view attendance information.

1. Access the Student menu in Banner Student Self-Service 8.x.
2. Select Student Services: Attendance.
3. On the Student Attendance Tracking page, view the information for each CRN, including the attendance percentage.
4. Select a CRN and use the Course Details tab and the Absence Details tab to see more information for that record.

Load external data

This section discusses loading attendance data from a third party application into Banner Student 9.x Attendance Tracking.

Data from a third-party application (such as external attendance tracking tool) can be loaded into Banner and displayed in Banner Faculty and Advisor Self-Service. Once the data is loaded, it can be modified the same way as manually entered information (using the Self-Service pages).

Data is loaded using the Mass Data Update Utility (MDUU). Please refer to the *Banner Mass Data Update Utility Handbook* and the *Banner Mass Data Update Utility Release Guide 8.0* for more information on using this tool.

If you have collected attendance data in a third-party application, such as a bar-code reader system for lectures, the data can be loaded into Banner if it is in (or can be converted into) either `.csv` or `.xml` format. If the file is in `.xml` format, you must convert it to `.csv` format using a spreadsheet application such as Microsoft Excel.

The file load processes work only in Insert mode and cannot be used to update records. If data that was loaded from an external file needs to be modified, you must do so using the Attendance Tracking pages in Banner Faculty and Advisor Self-Service.

When data from a third-party application is loaded, the system does not validate CRN or term values against valid values in Banner. It is therefore important that you check the data quality of the import file before loading it to avoid errors.

The `.csv` file will be comma-delimited during the load, so if comments are to be loaded, you must make sure that they do not contain commas to avoid corrupting the data load.

The following MDUU changes have been made for Banner Student Attendance Tracking 9.x. These changes can be viewed on the Activity Set-up Page (GKAPACT) in Banner 8.x.

- The SSRMEET source table has been added to the **Synonym of Source Table/Filter** field (GKRPASO_SYNONYMNAME) in the Source Tables block.
- The SORSATR target table has been added to the **Target Table Name** field (GKRPAAT_TABLE_NAME) in the Target Table block. This target table is used in place of the SKRATTR target table.

- Column definitions for the SORSATR table have been added to the **Column Name** field (GKRPAATC_COLUMN_NAME) in the Target Columns block.
- The data in the **Target Column** field (GKRPAATC_SOURCESELECT) in the Select Parts block has been updated to match the SORSATR columns.
- A condition to join the CSV external table to the SPRIDEN and SSRMEET tables has been added to the **Join** field (GKRPAJF_JOIN) in the Join/Filter block.

How to load CRN attendance data

Use the following steps to load CRN attendance data into the application.

1. If the file is in .xml format, convert it to .csv format.
2. Register the external file as follows.
 - 2.1. Copy the .csv file to a suitable location.
 - 2.2. Access the Execution Tree Set-up Page (GKAPEXS).
 - 2.3. Enter SC_ATTR_CSV_CRN in the **Process Code** field of the Key block, then go to the next block.
 - 2.4. Select the Import tab.
 - 2.5. Enter SCATTRCSVCRN in the **External Table Name** field.
 - 2.6. Enter the directory where the import file is located in the **Directory Name** field.
 - 2.7. Enter the file name to be imported in the **File Name** field.
 - 2.8. Enter NEWLINE in the **Record Delimiter** field.
 - 2.9. Enter the following string in the **Fields** field:


```
ID(9),TERM(6),CRN(5),MTYP(12),SDATE(11),ACTHRS(7),ABSHRS(7),ATTRIND(1),ATTRCOMMENT(2000),BEGIN_TIME(4),END_TIME(4),CRN_RETAIN_DATE(12)
```
 - 2.10. Enter a comma (,) in the **Field Delimiter** field.
 - 2.11. Click **Register File**.
3. Execute the file load as follows.
 - 3.1. Access the Process Tree Execution Page (GKAPEXE).
 - 3.2. Enter SC_ATTR_CSV_CRN in the **Process Code** field of the Key block, then go to the next block.
 - 3.3. Make sure that each of the items has been compiled, which is indicated by a check mark next to each item.
 - 3.4. If any of the items has not been compiled, click **Compile Tree**.
 - 3.5. Select the Execution tab.
 - 3.6. Select AUDIT or UPDATE, as applicable, in the **Execution Mode** field.

- 3.7. Select `Log and Abort`, `Log and Continue`, or `Ignore`, as applicable, in the **Exception Mode** field.
- 3.8. Click **Run from Jobsub** or **Run Now**, as applicable.
4. Review the log file of the load as follows.
 - 4.1. Access the Diagnostic Page (GKARLOG).
 - 4.2. Enter `SC_ATTR_CSV_CRN` in the **Process Code** field.
 - 4.3. Select the applicable rule set in the **Rule Set** field.
 - 4.4. Enter the run sequence you want to review in the **Run Sequence** field.
 - 4.5. Go to the next block to view the log details.

Banner administrative pages

Two Banner administrative pages are used with Attendance Tracking. These pages are only in Banner 9.x. They are not converted from existing Banner 8.x forms.

Attendance Tracking Rule Setup Page (SOATTRK)

Use the Attendance Tracking Rule Setup Page (SOATTRK) to define and maintain attendance tracking rules. When you save a record, the system creates an attendance tracking rule record.

You can set up attendance tracking at different levels, such as by term, subject, course, CRN, or part of term. This allows you to define the setup at any time, without the need for post-registration setup.

When rules are entered for a term, a number of checks are performed to ensure that no duplicates exist based on the combination of term, part of term, subject, course number, or CRN values.

In addition to these regular checks (such as you cannot have two part of term rules for the same part of term), a unique check is performed for course numbers. Specifically, you cannot have a rule for a course number and a second rule for the same course number combined with a subject. For example, if you have a rule for course number “123”, you cannot also have a rule for “MATH 123”.

This page is composed of the following sections:

- Key block
- Attendance Tracking Rule

Key block

Use the Key block to enter the term for the attendance tracking rule.

Fields	Descriptions
Term	Code and description of the term for the attendance tracking rule.

Attendance Tracking Rule

Use the Attendance Tracking Rule section to enter the part of term, subject, course or CRN, tracking, and Self-Service data for the rule. These items are not required but can be used to specify the attendance tracking setup.

The **Display Class** and **Tracking Unit** fields are required for attendance tracking. You must turn on attendance tracking for the rule and define the tracking method. Check the **Display Class** indicator to display classes to faculty members so they can verify their assignments. Faculty members can view their assigned classes before the term begins based on the start date of the rule and the meeting start date. Start dates for term, part of term, or CRN, are not considered. When the current date is between the rule start and end dates, the class is displayed. When the current date is equal to or after the first meeting date, attendance can be taken.

The **Track Class Attendance**, **Tracking Start Date**, and **Tracking End Date** fields are used to determine whether the faculty member has view only access or can enter data and for what date range. When the date is within the defined date range, data entry is allowed. When it is not with the defined date range, users can only view the data.

Check the **Track Class Attendance** indicator and set up the **Tracking Start Date** and **Tracking End Date** fields to activate attendance tracking. Uncheck the **Track Class Attendance** indicator to turn off attendance tracking. You do not need to modify the **Tracking Start Date** and **Tracking End Date** fields.

Fields	Descriptions
Rule Code	Attendance tracking rule code. This is a unique sequence number assigned to the rule. It allows users to determine which rule is in use for a CRN.
Part of Term	Part of term code and description for the term in the Key block.
Subject	Subject code for the course.
Course Number	Course number.
CRN	Course reference number assigned to the section of the course.
Display Class	Check box used to indicate whether attendance tracking is active for the rule. Default is checked or Y.

Fields	Descriptions
Tracking Unit	<p>Code of the unit (method) used to record attendance for the rule.</p> <p>Valid values are: Present / Absent, Hours Present, Hours Absent.</p> <p>These are saved to the database as 001, 002, and 003 respectively.</p>
Track Class Attendance	<p>Check box used to indicate whether attendance recording is available for the rule and level in Self-Service. Default is checked or Y.</p> <p>When this indicator is unchecked, the records are not displayed in Self-Service. This field serves as a master control for quickly turning Self-Service access on or off.</p>
Tracking Start Date	<p>Date when attendance recording begins in Self-Service for the rule.</p> <p>Attendance can only be recorded for meetings that have already occurred. These date settings allow the display of a CRN in the Banner Faculty and Advisor Self-Service pages for this date range, but data entry is not permitted until the first meeting has occurred.</p>
Tracking End Date	<p>Date when attendance recording ends in Self-Service for the rule.</p> <p>Attendance can only be recorded for meetings that have already occurred. These date settings allow the display of a CRN in the Banner Faculty and Advisor Self-Service pages for this date range, but data entry is not permitted until the first meeting has occurred.</p>

Attendance Tracking Meeting Rule Setup Page (SOAATMT)

Use the Attendance Tracking Meeting Rule Setup Page (SOAATMT) to define attendance tracking meeting rules for CRNs, if required. This page is optional and provides a specific method of control for faculty members. When you save a record, the system creates an attendance tracking rule record for the chosen class meeting session of the CRN.

This page allows an institution to configure attendance tracking at the meeting level. They can fine tune their meeting tracking requirements, while protecting the higher level tracking configuration set up on SOAATRK for term, part of term, subject, and course.

This page is composed of the following sections:

- Key block
- Section Details

- Section Meetings
- Attendance Tracking Meeting Rule

Key block

Use the Key block to enter the term and CRN for the attendance tracking meeting rule.

Fields	Descriptions
Term	Code and description of the term for the attendance tracking meeting rule.
CRN	CRN number and description for the attendance tracking meeting rule.

Section Details

Use the Section Details information to view the course data for the rule.

Fields	Descriptions
Subject	Subject code and description of the course.
Course Number	Course number.
Title	Course title.
Campus	Code and description of the campus where course is offered.
Schedule Type	Code and description of the schedule type associated with the course.
Part of Term	Code and description of the part of term for the course.
Credit Hours	Credit or contact hours of the course.
Total Students	Total number of students registered in the section of the course.
Total Current Students	Current total of students registered in the section of the course who are active, not withdrawn.

Fields	Descriptions
Active Rule	Attendance tracking meeting rule ID and details that apply to the CRN. Displayed are the rule ID, tracking unit method, whether Self-Service access is enabled, and the start and end dates. This is the rule that will be applied if no data is stored in this page. Changes to meetings on this page will take precedence over the rule displayed.

Section Meetings

Use the Section Meetings information to view the meeting type, date, day, and time data for the rule. This data is display only.

Fields	Descriptions
Meeting Type	Code of the CRN/section meeting to which the rule applies.
Start Date	Date when attendance tracking begins.
End Date	Date when attendance tracking ends.
Monday	Check box used to indicate that the section meets on Monday.
Tuesday	Check box used to indicate that the section meets on Tuesday.
Wednesday	Check box used to indicate that the section meets on Wednesday.
Thursday	Check box used to indicate that the section meets on Thursday.
Friday	Check box used to indicate that the section meets on Friday.
Saturday	Check box used to indicate that the section meets on Saturday.
Sunday	Check box used to indicate that the section meets on Sunday.
Start Time	Time when attendance tracking begins.
End Time	Time when attendance tracking ends.
Session	Session identifier of the class session meeting. This comes from the <code>SSRMEET_CATEGORY</code> column.

Attendance Tracking Meeting Rule

Use this section of the page to enter or display tracking and Self-Service data for the section meeting record selected in the Section Meetings information. The records in the

Attendance Tracking Meeting Rule section of the page are child records of the master records in the Section Meetings information.

The **Display Class** and **Tracking Unit** fields are required for attendance tracking. The **Track Class Attendance**, **Tracking Start Date**, and **Tracking End Date** fields are used to determine whether the faculty member has view only access or can enter data and for what date range.

When a rule exists in SOAATMT for the CRN and meeting combination, it applies to the student and the faculty member. When a rule does not exist in SOAATMT for the CRN and meeting combination, then the rules in SOAATRK are evaluated for the student and faculty member. When no applicable rule exists in either SOAATMT or SOAATRK, the CRN and meeting are not displayed. Classes are only displayed for rules that are set up by term, to limit the number of terms displayed to the students.

Fields	Descriptions
Display Class	Check box used to indicate whether attendance tracking is active for the CRN and term combination in the Key block. Default is checked or Y.
Tracking Unit	Code of the unit (method) used to record attendance for the meeting. Valid values are: Present / Absent, Hours Present, Hours Absent. These are saved to the database as 001, 002, and 003 respectively.
Track Class Attendance	Check box used to indicate whether attendance recording is available for the meeting in Self-Service. Default is checked or Y. When this indicator is unchecked, the records are not displayed in Self-Service. This field serves as a master control for quickly turning Self-Service access on or off.
Tracking Start Date	Date when attendance recording begins in Self-Service for the meeting. Attendance can only be recorded for meetings that have already occurred. These date settings allow the display of a CRN in the Banner Faculty and Advisor Self-Service pages for this date range, but data entry is not permitted until the first meeting has occurred.

Fields	Descriptions
Tracking End Date	<p>Date when attendance recording ends in Self-Service for the meeting.</p> <p>Attendance can only be recorded for meetings that have already occurred. These date settings allow the display of a CRN in the Banner Faculty and Advisor Self-Service pages for this date range, but data entry is not permitted until the first meeting has occurred.</p>

Banner menu

The following menu is used in Banner 9.x.

Attendance Tracking Menu (*SARTK)

The Attendance Tracking Menu (*SARTK) is accessed from the Registration Menu (*REGISTRATION).

The Attendance Tracking Menu contains the following items:

- Attendance Tracking Rule Setup Page (SOATTRK)
- Attendance Tracking Meeting Rule Setup Page (SOATMT)

Banner tables

Three tables are used with Attendance Tracking. These tables were delivered in the Banner Student 8.5.4 release. This information is repeated here for your convenience.

Attendance Tracking Meeting Rules Table (SORATMT)

This table is used to maintain data for attendance tracking meeting rules. The rule information is defined for course sections and associated meeting data.

The following Primary Key is used with this table:

PK_SORATMT (SORATMT_SURROGATE_ID_SSRMEET)

The following columns are in this table.

Column	Attribute	Null/Not Null	Comment
SORATMT_SURROGATE_ID_SSRMEET	NUMBER (19)	NOT NULL	SURROGATE ID SSRMEET: This field defines the surrogate ID of the CRN meeting to which this rule applies.
SORATMT_TRACK_ATTEND_IND	VARCHAR2 (1)	NOT NULL	TRACK ATTENDANCE INDICATOR: Flag to indicate whether attendance is to be tracked for this meeting.
SORATMT_ATTEND_ENTER_IND	VARCHAR2 (1)	NOT NULL	ENTER ATTENDANCE INDICATOR: Flag to indicate whether attendance recording can take place in Self-Service for this meeting.
SORATMT_USER_ID	VARCHAR2 (30)	NOT NULL	USER ID: The user ID of the person who inserted or last updated this record.
SORATMT_ACTIVITY_DATE	DATE	NOT NULL	ACTIVITY DATE: The date that information in this record was entered or last updated.
SORATMT_TRACKING_UNIT_CDE	VARCHAR2 (4)	NULL	TRACKING UNIT CODE: Code for the unit used to record attendance for this meeting. 0001=Enter presence/absence, 0002=Enter hours present, 0003=Enter hours absent.
SORATMT_ENTRY_START_DATE	DATE	NULL	ENTRY START DATE: Date when attendance recording can commence for this meeting in Self-Service.
SORATMT_ENTRY_END_DATE	DATE	NULL	ENTRY END DATE: Date when attendance recording can no longer be entered for this meeting via Self-Service.
SORATMT_SURROGATE_ID	NUMBER (19)	NULL	SURROGATE ID: Immutable unique key.
SORATMT_VERSION	NUMBER (19)	NULL	VERSION: Optimistic lock token.
SORATMT_DATA_ORIGIN	VARCHAR2 (30)	NULL	DATA ORIGIN: Source system that created or updated the data.

Column	Attribute	Null/Not Null	Comment
SORATMT_VPDI_CODE	VARCHAR2 (6)	NULL	VPDI CODE: Multi-entity processing code.

Attendance Tracking Rules Table (SORATRK)

This table is used to maintain data for attendance tracking rules. Rules can be defined for various levels (such as term, subject, course, part of term, CRN), for whether attendance should be tracked, for the tracking method to be used, and for limitations in Banner Self-Service.

The following Primary Key is used with this table:

PK_SORATRK (SORATRK_SEQ_NO)

The following Unique Index is used with this table:

UK1_SORATRK (SORATRK_TERM_CODE , SORATRK_PTRM_CODE , SORATRK_SUBJ_CODE , SORATRK_CRSE_NUMB , SORATRK_CRN)

The following Foreign Key is used with this table:

FK1_SORATRK_INV_STVTERM_CODE (SORATRK_TERM_CODE)

The SORATRK_SEQ_NO column uses an integer for next value to increment the sequence number by one to a maximum of 999999999.

The following columns are in this table.

Column	Attribute	Null/Not Null	Comment
SORATRK_SEQ_NO	NUMBER (19)	NOT NULL	SEQUENCE NUMBER: Sequence number for making a unique index.
SORATRK_TERM_CODE	VARCHAR2 (6)	NOT NULL	TERM CODE: Term Code.
SORATRK_TRACK_ATTEND_IND	VARCHAR2 (1)	NOT NULL	TRACK ATTENDANCE INDICATOR: Flag to indicate whether attendance is to be tracked for this level in the hierarchy.
SORATRK_ATTEND_ENTER_IND	VARCHAR2 (1)	NOT NULL	ENTER ATTENDANCE INDICATOR: Flag to indicate whether attendance recording can take place in Self-Service for this level in the hierarchy.

Column	Attribute	Null/Not Null	Comment
SORATRK_USER_ID	VARCHAR2 (30)	NOT NULL	USER ID: The user ID of the person who inserted or last updated this record.
SORATRK_ACTIVITY_DATE	DATE	NOT NULL	ACTIVITY DATE: The date that information in this record was entered or last updated.
SORATRK_SURROGATE_ID	NUMBER (19)	NULL	SURROGATE ID: Immutable unique key.
SORATRK_VERSION	NUMBER (19)	NULL	VERSION: Optimistic lock token.
SORATRK_TRACKING_UNIT_CDE	VARCHAR2 (4)	NULL	TRACKING UNIT CODE: Code for the unit by which attendance is to be recorded. 0001=Enter presence/absence, 0002=Enter hours present, 0003=Enter hours absent.
SORATRK_PTRM_CODE	VARCHAR2 (3)	NULL	PART OF TERM CODE: This field identifies the Part of Term Code for the Term.
SORATRK_SUBJ_CODE	VARCHAR2 (4)	NULL	SUBJECT CODE: This field defines the subject area of the course.
SORATRK_CRSE_NUMB	VARCHAR2 (5)	NULL	COURSE NUMBER: This field defines the course number associated with the subject for the course.
SORATRK_CRN	VARCHAR2 (5)	NULL	CRN: The Course Reference Number (CRN) assigned to the course section.
SORATRK_ENTRY_START_DATE	DATE	NULL	ENTRY START DATE: Date when attendance recording can commence in Self-Service.
SORATRK_ENTRY_END_DATE	DATE	NULL	ENTRY END DATE: Date when attendance recording can no longer be entered via Self-Service.
SORATRK_DATA_ORIGIN	VARCHAR2 (30)	NULL	DATA ORIGIN: Source system that created or updated the data.
SORATRK_VPDI_CODE	VARCHAR2 (6)	NULL	VPDI CODE: Multi-entity processing code.

Student Attendance Tracking Recording Table (SORSATR)

This table is used to maintain data for details for student attendance tracking for meetings of a course section.

The following Primary Key is used with this table:

PK_SORSATR (SORSATR_SURROGATE_ID_SSRMEET, SORSATR_PIDM, SORSATR_MEET_DATE)

The following columns are in this table.

Column	Attribute	Null/Not Null	Comment
SORSATR_SURROGATE_ID_SSRMEET	NUMBER (19)	NOT NULL	SURROGATE ID SSRMEET: This field defines the surrogate ID of the CRN meeting to which this rule applies.
SORSATR_PIDM	NUMBER (9)	NOT NULL	PIDM: Internal Identification number for the student registered on the CRN meeting.
SORSATR_MEET_DATE	DATE	NOT NULL	MEET DATE: Date on which the meeting is scheduled.
SORSATR_EXPECT_HRS	NUMBER (6 , 2)	NOT NULL	EXPECTED HOURS: Number of minutes a student is expected to attend.
SORSATR_ACTUAL_HRS	NUMBER (6 , 2)	NOT NULL	ACTUAL HOURS: Actual minutes a student has attended.
SORSATR_ABSENT_HRS	NUMBER (6 , 2)	NOT NULL	ABSENT HOURS: Number of minutes the student was absent.
SORSATR_ATTEND_IND	VARCHAR2 (1)	NOT NULL	ATTENDANCE INDICATOR: Indicator for whether the student has attended.
SORSATR_USER_ID	VARCHAR2 (30)	NOT NULL	USER ID: The user ID of the person who inserted or last updated this record.
SORSATR_ACTIVITY_DATE	DATE	NOT NULL	ACTIVITY DATE: The date that information in this record was entered or last updated.

Column	Attribute	Null/Not Null	Comment
SORSATR_SURROGATE_ID	NUMBER (19)	NULL	SURROGATE ID: Immutable unique key.
SORSATR_VERSION	NUMBER (19)	NULL	VERSION: Optimistic lock token.
SORSATR_AUTH_IND	VARCHAR2 (1)	NULL	AUTHORIZED ABSENCE INDICATOR: Indicator for whether an absence was authorized.
SORSATR_COMMENT	VARCHAR2 (4000)	NULL	COMMENT: User-defined comments.
SORSATR_DATA_ORIGIN	VARCHAR2 (30)	NULL	DATA ORIGIN: Source system that created or updated the data.
SORSATR_VPDI_CODE	VARCHAR2 (6)	NULL	VPDI CODE: Multi-entity processing code.

Table scripts

The following scripts were delivered for these tables in the Banner Student 8.5.4 release.



Note: Unless otherwise noted, new scripts are run as part of the upgrade process for a release.

Script	Result
soratmt_080504_01.sql	Creates SORATMT table
soratmt_080504_02.sql	Adds column comments
soratmt_080504_03.sql	Adds Primary Key
soratrck_080504_01.sql	Creates SORATRK table
soratrck_080504_02.sql	Adds column comments
soratrck_080504_03.sql	Adds Primary Key
soratrck_080504_04.sql	Adds Unique Index
soratrck_080504_05.sql	Adds Foreign Key

Script	Result
soratr_090001_01.sql	Create sequence number to increment by one
sorsatr_080504_01.sql	Creates SORSATR table
sorsatr_080504_02.sql	Adds column comments
sorsatr_080504_03.sql	Adds Primary Key

Banner view

The following Banner view is used with this enhancement.

Attendance Tracking Rule by CRN View (SOVACRN)

This view provides access to the appropriate attendance tracking rule record from the SORATRK table for a given Banner course section (CRN) based on the following order of selection.

1. Select the rule entry where the CRN matches the specified CRN.
2. Select the rule entry where the term, part of term (if specified), subject, and course match the specified CRN.
3. Select the rule entry where the term, part of term (if specified), and subject match the specified CRN.
4. Select the rule entry where the term and part of term match the specified CRN.
5. Select the rule entry where the term matches the specified CRN.

The view identifies all attendance tracking rule entries that could apply to a CRN. It then assigns a rating to each rule based on the selection criteria. The rule with the highest rating is selected.

The following columns are in this view.

```
SOVACRN_SECT_TERM_CODE ,
SOVACRN_SECT_CRN ,
SOVACRN_SECT_PTRM_CODE ,
SOVACRN_SECT_SUBJ_CODE ,
SOVACRN_SECT_CRSE_NUMB ,
SOVACRN_SURROGATE_ID ,
SOVACRN_VERSION ,
SOVACRN_RULE_SEQ_NO ,
SOVACRN_RULE_TERM_CODE ,
SOVACRN_RULE_PTRM_CODE ,
SOVACRN_RULE_SUBJ_CODE ,
```


SOVACRN_RULE_CRSE_NUMB,
SOVACRN_RULE_CRN,
SOVACRN_RULE_TRACK_ATTEND_IND,
SOVACRN_RULE_TRACKING_UNIT_CDE,
SOVACRN_RULE_ATTEND_ENTER_IND,
SOVACRN_RULE_ENTRY_START_DATE,
SOVACRN_RULE_ENTRY_END_DATE,
SOVACRN_RULE_ACTIVITY_DATE,
SOVACRN_RULE_USER_ID,
SOVACRN_RULE_DATA_ORIGIN,
SOVACRN_SS_ENTRY_ALLOWED_IND

Banner Self-Service introductory pages

These introductory pages are displayed after the user logs into either Banner Student Self-Service or Banner Faculty and Advisor Self-Service, if the pages are set up to do so, and the user has not previously provided the requested information.

- Terms of Usage page
- Security Question and Answer page
- Update Ethnicity and Race Survey page

After these pages have been negotiated, the Attendance Tracking Self-Service pages are accessed.

Terms of Usage

The Terms of Usage Page is displayed the first time you log into Self-Service and two conditions are true: the **Accepted** indicator is set to No on the Third Party Access Audit Page (GOATPAD), and the **Display Usage Page** indicator is checked on the Customize Web Rules Page (`twbkwrul.P_ModifyPgWebRules`) in Web Tailor. When the user selects **Continue** to accept the terms, the **Accepted** indicator is set to Yes on GOATPAD.

This page is the same as the Banner Web General 8.x Self-Service page, Terms of Usage (`twbkwbis.P_UsagePage`). The page details and setup can be found in the *Banner Web for General 8.6 User Guide* in the “Technical Reference” chapter, under the “Terms of Usage” topic.

Security Question and Answer

The Security Question and Answer Page is displayed when you log in to Self-Service and the following condition is true: the **Disable “Forgot PIN”** indicator is set to No on the Enterprise PIN Preferences Page (GUAPPRF). The answers to the questions are stored on the Third Party Access Audit Page (GOATPAD).

This page is similar to the Banner Web General 8.x Self-Service page, Security Question and Answer (`twbkwbis.P_SecurityQuestion`). Multiple questions are now displayed on one page, instead of answering one question per page as in 8.x. The page details and setup can be found in the *Banner Web for General 8.6 User Guide* in the “Using Web General” chapter, under the “Security Questions and Answers” topic.

Update Race and Ethnicity Survey

The Update Ethnicity and Race page is displayed when you log in to Self-Service and the following conditions are true: the **Reporting Date** value is set for the `RESTARTDAT` and `REENDDATE` GTVSDAX rules, and the system date falls within that range. You can click **Ask Me Later** to continue and bypass the page.

The page will be displayed each time the user logs in during the date range until the survey is completed. The survey confirmation is displayed on the General Person Identification Page (`SPAIDEN`) with the **Ethnicity and Race Confirmed** indicator checked and the **Confirmed Date** field populated.

This page is the same as the Banner Web General 8.x Self-Service page, Update Ethnicity and Race Survey (`bwgkomre.P_RaceSurvey`). The page details and the GTVSDAX setup can be found in the *Banner Web for General 8.6 User Guide* in the “Technical Reference” chapter, under the “Ethnicity and Race Survey Pages” topic.

External Code	Internal Code	Internal Code Group	Description	Reporting Date
NOT USED	RESTARTDAT	SSMREDATE	Race/Ethn Survey Start Date	First date the survey is to be displayed on the web
NOT USED	REENDDATE	SSMREDATE	Race/Ethn Survey End Date	Last date the survey is to be displayed on the web

Banner Student Self-Service page

Banner Student Self-Service provides a page that allow students to view attendance tracking information. The Student Attendance Tracking page replaces the pages delivered by the ESC for the Banner 8.x version of attendance tracking.

Attendance Tracking menu link

An Attendance Tracker link is available on the Banner Self-Service 8.x Main Menu (`bmenu.P_MainMnu`).

Student Attendance Tracking

This page is used by students to view their attendance tracking information by CRN. Course and absence details as well as Getting Started information are displayed for the selected CRN.

This page can be accessed from Banner Self-Service 8.x when you are logged in as a student. Select the Student Services: Attendance option on the Banner Self-Service Main Menu (bmenu.P_MainMnu).

This page is composed of the following sections:

- Student Services:Attendance
- Side Detail

The right side of the page contains the following tabs:

- Getting Started
- Course Details
- Absence Details

Use the **Right Arrow** on the right side of the Select a Course section to drag and expand the view to a full page display. This hides the tabs for Course Details and Absence Details. Use the **Left Arrow** on the right side of the Select a Course section to drag and close the full page view and return the display to the main section with the side tabs. You can also drag the scrollbar to resize the display.

Student Services:Attendance section

This section of the page is used to display a summary of a student's attendance for a term. It displays the number of hours attended and number of hours absent for each CRN. This page is display only.

When the student accesses this section of the page, all courses which are open for attendance tracking are pushed to him or her based on the specific login information.

No term or CRN is needed to get started on the page as in Banner Self-Service 8.x.

Fields	Descriptions
Term	Term code for the course record.
CRN	Course reference number.
Subject	Subject name and number associated with the CRN.
Course	Course number associated with the CRN.
Section	Section number associated with the course.
Title	Course title.

Fields	Descriptions
Schedule	Days of the week the course section meets. Values are: S, M, T, W, R, F, S. The meeting days are highlighted.
Time	Time the section meets each day, such as 08:00 AM.
Session	Session identifier used to designate the session of that section of the course that is scheduled to meet.
Missed	Total number of hours the student was absent from the course.
Percentage	Percentage of attendance based on the hours the student attended for the section. This calculation includes the applicable GTVSDAX rule settings.

Getting Started tab

The Getting Started tab is displayed at the right side of the page. The Getting Started data is delivered Info Text that is customizable at your institution through Banner Web Tailor. The Getting Started tab can display information such as how to use Attendance Tracking and how to contact the Registrar for assistance with a link to a default email address.

Course Details tab

When a course is selected for attendance tracking from the list of courses, the Course Details tab is displayed at the right side of the page. It contains quick reference information for the course, section, CRN, campus, section dates, meetings, registration, and instructor. This information is updated as attendance information is entered and saved.

The following fields are in the Course Details tab.

Fields	Descriptions
<i>The following fields are in the Course Details section.</i>	
Course heading	Course title and number.
Term	Term code for the course.
Section	Section number for the course.
Course	Course number.
Course Reference Number	Course reference number.
Session	Session code.
Campus	Campus where the course meets.
Section Dates	Date range of the course with start and end dates.

Fields

Descriptions

The following fields are in the Staff section.

Primary Staff	Name of primary staff member for the course who can enter attendance data.
Other Staff(s)	Name of secondary staff member for the course who can enter attendance data. Multiple secondary staff members can exist.

Absence Details tab

You can use tabs to move between the Course Details tab and the Absence Details tab. The Absence Details tab displays information for the student's absence from the section.



Note: Absence information does not impact leave of absence dates on study paths or on the general student record (SGBSTDN).

The following fields are in the Absence Details tab.

Fields

Descriptions

Date	Date the student was absent from the course.
Hours	Hours missed on that date.
Status	Status such as <i>Absent</i> , <i>Canceled</i> , and so on.

Banner Faculty and Advisor Self-Service pages

Banner Faculty and Advisor Self-Service provides pages that allow faculty members to enter and check attendance tracking information. The Faculty Attendance Tracking and Mark Attendance pages replace the pages delivered by the ESC for the Banner 8.x version of attendance tracking.

Attendance Tracking menu link

An Attendance Tracker link is available on the Banner Self-Service 8.x Main Menu (bmenu.P_MainMnu).

Faculty Attendance Tracking

This page is used by faculty members to view attendance tracking information by CRN for a student. Getting Started information and Course Details are displayed for the selected CRN.

This page can be accessed from Banner Self-Service 8.x when you are logged in as a faculty member. Select the Attendance Tracker option on the Banner Self-Service Main Menu (bmenu.P_MainMnu).

This page is composed of the following sections:

- Select a Course
- Side Detail

The right side of the page contains the following tabs:

- Getting Started
- Course Details

Use the **Right Arrow** on the right side of the Select a Course section to drag and expand the view to a full page display. This hides the tabs for Course Details and Absence Details. Use the **Left Arrow** on the right side of the Select a Course section to drag and close the full page view and return the display to the main section with the side tabs. You can also drag the scrollbar to resize the display.

Getting Started tab

The Getting Started tab is displayed at the right side of the page. The Getting Started data is delivered Info Text that is customizable at your institution through Banner Web Tailor. The Getting Started tab can display information such as how to use Attendance Tracking and how to contact the Registrar for assistance with a link to a default email address.

Select a Course section

This section of the page is used to display a summary of an instructor's teaching assignments for a term that are eligible for attendance tracking. This page is display only.

When the faculty member accesses this page, all courses which are open for attendance tracking are pushed to him or her based on the specific login information.

No term or CRN is needed to get started on the page as in Banner Self-Service 8.x.

When the rules allow a faculty member to view the class roster before the first meeting day, the **Take Roll** button is relabeled **View Students**. The roster that is displayed shows the student information but does not allow any updates.

Fields	Descriptions
Term	Term code for the course record.
CRN	Course reference number.
Subject	Subject name and number associated with the CRN.
Course	Course number associated with the CRN.
Section	Section number associated with the course.
Title	Course title.
Schedule	Days of the week the course section meets. Values are: S, M, T, W, R, F, S. The letters for the meeting days are highlighted.
Time	Time the section meets each day, such as 08:00 AM.
Session	Session number in which the section is scheduled to meet.
Take Roll/View Students	Button used to access the Mark Attendance page either in update mode (Take Roll) or in view mode (View Students). The label changes based on the mode allowed by the rules.
Show entries	Pulldown field used to select the display of records for the page. Choices are 10, 50, 100, 250, 500.

Course Details tab

When a course is selected for attendance tracking from the list of courses, the Course Details tab is displayed at the right side of the page. It contains quick reference information for the course, section, CRN, campus, section dates, meetings, registration, and instructor. This information is updated as attendance information is entered and saved.

The following fields are in the Course Details tab.

Fields	Descriptions
<i>The following fields are in the Course Details section.</i>	
Course heading	Course title and number.
Term	Term of the course.
Subject Code	Subject code of the course.
Course	Course number.
Section	Section number of the course.
Course Reference Number	Course reference number.

Fields	Descriptions
Session	Session identifier used to designate the session of that section of the course that is scheduled to meet.
Campus	Campus where the course meets.
Section Dates	Date range of the course with start and end dates.
Meeting Dates	Date range of the specific meeting of the course with start and end dates.
Meeting Occurrences	Number of times the course is scheduled to meet. This is the total number of meetings in the date range from SSRMEET.
Meetings Transpired	Number of meetings that have already taken place.
Attendance Completed	Number of times the student has attended the course. This is the number of meetings that have occurred where records for all students have the attendance marked.
<i>The following fields are in the Students section.</i>	
Registered Students	Number of students registered for the course. Students have an SFRSTCR record for the CRN and the term.
Current Students	Number of students currently in attendance. Students have an SFRSTCR record for the CRN and term with a course registration status code that has the Count in Enrollment indicator checked on STVRSTS and set up on SFARSTS.
Auditing	Number of students auditing the course.
<i>The following fields are in the Staff section.</i>	
Primary Staff	Name of primary staff member for the course who can enter attendance data.
Other Staff(s)	Name of secondary staff member for the course who can enter attendance data. Multiple secondary staff members can exist.

Mark Attendance

This page is used by faculty members to view or enter attendance tracking information for a student. Student records are displayed here when a student has a registration record for the section on SFRSTCR. Student Details are displayed for the selected record.



Note: No section or meeting information can be changed. Only attendance information can be entered or updated.

This page is accessed using the **Take Roll/View Students** button in the Select a Course section of the Faculty Attendance Tracking page. The button label changes depending on whether access is in update mode (**Take Roll**) or in view mode (**View Students**).

This page is composed of the following sections:

- Attendance
- Side Detail

The right side of the page contains the following tab:

- Student Details

Attendance section

Use this page to view attendance information by student. Records are displayed first for active, enrolled students, then for withdrawn students.

The following fields are in the Attendance section.

Fields	Descriptions
Date Search	Enter a date or use the calendar to select a date for a specific class meeting you wish to work with.
Class	<p>Pull-down used to cancel a specific class meeting for all students displayed on the roster, update the CRN for the last date of attendance, or update the CRN total hours.</p> <p>Values are:</p> <ul style="list-style-type: none"> • Cancel this Class Meeting • Update CRN Last Date of Attendance • Update CRN Total Hours <p>The Cancel this Class Meeting option cannot be undone.</p>
Photo	<p>Student photo or photo placeholder.</p> <p>The student's photo is displayed if this option is active (PHOTOS rule on GTVSDAX is set to Y), a photo of the student exists, and it is configured properly in the institution's file system.</p>
Full Name	Student's full name, displayed in the format specified for the DETNAMEFMT rule on GTVSDAX.
ID	Student's ID number.
Attendance	Student's percentage of attendance for the course meeting.

Fields	Descriptions
Class Date (untitled)	<p>Class date indicator displayed in the specified date format. A separate field is displayed for each date the class meets.</p> <p>This indicator is used to show that the student attended the course on a specific day. The default is Null.</p> <p>Values are a check mark in a circle for attendance, a minus sign in a circle for absence, or a numeric value for partial attendance, such as 1.5 or 3.0.</p> <p>When a check box is displayed for a date, you can click on it to check it and update attendance information for the student.</p> <p>When a note regarding absence exists, the minus sign in a circle has a note icon below it. You can mouse over the icon to see the absence note text.</p>
Per Page	<p>Pulldown used to select the display of records for the page. Choices are 10, 50, 100, 250, 500.</p>
Update Empty Records to Present	<p>Pulldown used to perform a batch update of the visible set of students for the chosen day.</p> <p>Set the appropriate day indicator for attendance for the set of the records displayed on the screen. Go to the next set of records and apply the selection to that set of students. Continue through the sets of records until all records have been updated.</p> <p>The indicators can be checked for “present” or unchecked for “absent”.</p> <p>Values are:</p> <ul style="list-style-type: none"> • Update Empty Records to Present • Update Empty Records to Absent • Mark all Present • Mark All Absent.

Student Details tab

This tab displays information related to the student’s attendance and absence.

Use the **Absence Notified** check box to indicate that the student contacted an administrator regarding an absence from class. You can enter additional information in the **Note** field.

The **Extended Absence** button can be used to open the Extended Absence window. Use this window to enter information about an extended absence for a student such as start and end dates and any additional comments. The start and end dates of the section must be entered manually. Dates are not validated, so be careful to enter dates that fall within the rule period.

You can save these changes or cancel out of the window. Saving the data generates a record for the student with the absence information for the specified start and end dates. The extended absence information is not stored in a separate table. When the window is closed and then reopened, the fields will be Null.



Note: Absence information does not impact leave of absence dates on study paths or on the general student record (SGBSTDN).

The following fields are in the Student Details tab.

Fields	Descriptions
<i>The following fields are in the Student Details section.</i>	
Student Heading	Full name of student and student photo or photo placeholder if available.
Status	Student's attendance status.
Attendance Percentage	Percentage of course meeting attended.
Confidential and/or Deceased Indicator	<i>Confidential</i> and/or <i>Deceased</i> messages are displayed for the student as appropriate.
<i>The following fields are in the Expected section. This section is only displayed when it is necessary for the faculty member to enter this information.</i>	
Expected Hours	Hours expected for a course by hour and minute, where the section meeting has no set day or time, such as a study session. This value defaults into the Hours Attended field. Use the Hr and Min pulldown lists to select the hours and minutes.
<i>The following fields are in the Present section.</i>	
Hours Attended	Hours attended for the course by hour and minute. This displays the default hours and minutes values for the meeting, unless the data has been previously changed. Use the Hr and Min pulldown lists to select the hours and minutes.
<i>The following fields are in the Absence section.</i>	
Absence Notified	Check box used to indicate that the student notified an administrator of the absence.
Extended Absence	Button that opens the Extended Absence window. You can enter information and save the changes or cancel out of the window.
<i>The following fields are in the Extended Absence window.</i>	
Start Date	Start date for period of extended absence, entered manually.
End Date	End date for period of extended absence, entered manually.

Fields**Descriptions**

Note

Comments or details about the student's extended absence.

Set up the Self-Service pages

This section contains setup requirements for the Banner Student Attendance Tracking page, the Banner Faculty Attendance Tracking page, and the Mark Attendance page.

Item	Description
<i>The first three items apply to Banner Student Self-Service and Banner Faculty and Advisor Self-Service.</i>	
Term Control Page (SOATERM)	For each term you want to be available for selection on the web, select the Master Web Term Control check box.
Attendance Tracking Rule Setup Page (SOATRK)	Create attendance tracking rules by term.
Attendance Tracking Meeting Rule Setup Page (SOATMT)	Create attendance tracking meeting rules for a specific term, CRN, and meeting.
Faculty/Advisor Process Rules Page (SOAFACS)	Set up the DISPLAYATTEND and the ENTERATTEND process rules for faculty use.
<i>The following items are rules on GTVSDAX that apply to Banner Faculty and Advisor Self-Service.</i>	
<i>The name format setup and record display setup apply to both Banner Student Self-Service and Banner Faculty and Advisor Self-Service.</i>	

Item	Description
Crosswalk Validation Page (GTVSDAX) - update last date of attendance	<p>Set the ATTDATEUPD rule to UPDATE, to update the last date of attendance with the most recently entered date for which attendance has been recorded, for the currently selected meeting.</p> <p>Set the rule to UPDATE_NULL to only update the last date of attendance if the field is Null, to preserve attendance information from an alternate source.</p> <p>Set the rule to NO_UPDATE to not make changes to the last date of attendance. Further updates must be done elsewhere.</p> <p>Set the rule to UPDATE_ALL to always update the last date of attendance with the most current (maximum) date, calculated across all present attendance records for each student for the CRN, except when the new value is greater than the existing value. Specific meeting attendance records are not considered.</p> <p>Set the rule to UPDATE_ALL_FORC to always update the last date of attendance with the most current (maximum) date, calculated across all present attendance records for each student for the CRN.</p> <p>Set the rule to UPDATE_FORCIBLY to always update the last date of attendance for a single meeting attendance record. This option only evaluates the attendance data for the currently selected meeting.</p>
Crosswalk Validation Page (GTVSDAX) - define audit grade mode	<p>Set the ATTRAUDIT rule to a specific grade mode value from STVGMOD to be used for “audit mode” in attendance tracking. Repeating rule values can be created. The value of A is delivered as the default. If no value is entered, the audit count will always be 0.</p> <p>Banner Student Attendance Tracking uses the audit grade mode to indicate audited courses. However; some institutions use the STVRSTS code to indicate audited courses. When this is the case, the faculty member will not see how many students are auditing a course, and the audit count will always be displayed as 0.</p>
Crosswalk Validation Page (GTVSDAX) - include canceled classes	<p>Set the CLASSCANCL rule to Y, to include canceled classes in attendance tracking calculations.</p> <p>Set the rule to N, to not include canceled classes in attendance tracking.</p>
Crosswalk Validation Page (GTVSDAX) - define student details name format	<p>Set the DETNAMEFMT rule to FMIL, to define the name format in the student details as first name, middle initial, last name.</p> <p>Set the rule to another format if desired. See the “Name format rule options” section in this release guide for more format choices.</p>

Item	Description
Crosswalk Validation Page (GTVSDAX) - define faculty name format	<p>Set the <code>FACNAMEFMT</code> rule to <code>FMIL</code>, to define the faculty name format as first name, middle initial, last name.</p> <p>Set the rule to another format if desired. See the “Name format rule options” section in this release guide for more format choices.</p>
Crosswalk Validation Page (GTVSDAX) - define list of names format	<p>Set the <code>LSTNAMEFMT</code> rule to <code>LFMI</code>, to define the format for the list of student names as last name, first name, middle initial.</p> <p>Set the rule to another format if desired. See the “Name format rule options” section in this release guide for more format choices.</p>
Crosswalk Validation Page (GTVSDAX) - include non-standard meetings	<p>Set the <code>NOMEET</code> rule to <code>N</code>, to only include standard meetings in attendance tracking. Standard meetings have specific meeting days and times on <code>SSASECT</code>.</p> <p>Set the <code>NOMEET</code> rule to <code>Y</code>, to also include non-standard meetings in attendance tracking. Non-standard meetings do not have specific meeting days and times on <code>SSASECT</code>.</p>
Crosswalk Validation Page (GTVSDAX) - include notified absences	<p>Set the <code>NOTIFYABS</code> rule to <code>Y</code>, to include notified absences in attendance tracking calculations.</p> <p>Set the rule to <code>N</code>, to not include notified absences.</p>
Crosswalk Validation Page (GTVSDAX) - display photos	<p>Set the <code>PHOTOS</code> rule to <code>Y</code>, to display student photos (or a photo placeholder if no photo is available for a student).</p> <p>Set the rule to <code>N</code>, to not display student photos.</p>
Crosswalk Validation Page (GTVSDAX) -set number of records displayed	<p>Set the <code>RECPERPAGE</code> rule to the number of records you wish to display per page in Self-Service. The default is 20.</p>
Crosswalk Validation Page (GTVSDAX) - require note entry for absence	<p>Set the <code>REQABSNOTE</code> rule to <code>Y</code> if faculty members are required to enter a note for any absence being recorded.</p> <p>Set the rule to <code>N</code> if entry of a note for an absence is optional.</p> <p>This is used for the Mark Attendance page and applies to single and extended absences.</p>
Crosswalk Validation Page (GTVSDAX) - update total hours	<p>Set the <code>TOTALHRSUP</code> rule to <code>UPDATE</code> to use attendance tracking to update the total hours in Banner Student Faculty Grade Entry.</p> <p>Set the rule to <code>UPDATE_NULL</code> to only update the total hours value if the field is <i>Null</i>.</p> <p>Set the rule to <code>NO_UPDATE</code> to not make changes to the total hours.</p>

Migrate from 8.x

Here is some information for institutions who are migrating from the European Solution Center 8.x version of Attendance Tracking.

SSEN and VOCAP

Please consider the following requirements that are in addition to the requirements listed in the beginning of this document.

- Self-Service Engine (SSEN), now called Self-Service Page Builder, is not required for Banner Student Attendance Tracking 9.x. It is used with Banner Attendance Tracking 8.2.
- Vocational Placements (VOCAP) is not affected by Banner Attendance Tracking in 8.2 or 9.x. This is an ESC tool that links to Banner Attendance Tracking to allow the tracking of VOCAP Placements.)

The forms and processes in Banner Attendance Tracking 8.2 can still be used to track VOCAP data, even if Banner Student Attendance Tracking 9.x is installed. However, you *must* use Banner Events Management 9.x and Banner Student Attendance Tracking 9.x to track VOCAP data when Banner Student Attendance Tracking 9.x is installed.

Disable existing links

International clients who wish to use the Banner Student Attendance Tracking application can disable the links to the Self-Service pages originally delivered by the European Solutions Center (ESC). The menu links to the Attendance Tracking pages in 8.x Self-Service must be disabled in Web Tailor.

Disable the menu links for the following pages in Banner Student Self-Service:

- Attendance Tracking - Student Term Selection (SC_ATTR_SELECTTERM1)
- Attendance Tracking - Student CRN Attendance Summary (SC_ATTR_ATTENDANCESUMMARYCRN3)
- Attendance Tracking - Student Placement Attendance Summary (SC_ATTR_ATTENDANCESUMMARYPLAC3)
- Attendance Tracking - Student Event Attendance Summary (SC_ATTR_ATTENDANCESUMMARYEVNT3)

Disable the menu links for the following pages in Banner Faculty and Advisor Self-Service:

- Attendance Tracking - Term Selection (SC_ATTR_SELECTTERM)
- Attendance Tracking - CRN Selection (SC_ATTR_SELECTCRN)
- Attendance Tracking - Placement Selection (SC_ATTR_SELECTPLACEMENT)
- Attendance Tracking - Event Selection (SC_ATTR_SELECTEVENT)
- Attendance Tracking - Record Set Size Entry (SC_ATTR_RECSETSIZESEL)
- Attendance Tracking - CRN Attendance Entry (SC_ATTR_ENTERATTENDANCE and SC_ATTR_ENTERATTENDANCES)
- Attendance Tracking - CRN Long-Term Absence (SC_ATTR_LONGTERMABSENCECRN1 and SC_ATTR_LONGTERMABSENCECRN2)
- Attendance Tracking - CRN Attendance Summary (SC_ATTR_ATTENDANCESUMMARYCRN1 and SC_ATTR_ATTENDANCESUMMARYCRN2)
- Attendance Tracking - Placement Attendance Entry (SC_ATTR_ENTERATTENDANCEPLAC and SC_ATTR_ENTERATTENDANCESPLAC)
- Attendance Tracking - Placement Absence and Made-up Time (SC_ATTR_ABSENCEMAKEUPPLC1 and SC_ATTR_ABSENCEMAKEUPPLC2)
- Attendance Tracking - Insert Placement Absence or Made-up Time (SC_ATTR_INSERTABSMKUPLC1 and SC_ATTR_INSERTABSMKUPLC2)
- Attendance Tracking - Placement Long-Term Absence (SC_ATTR_LONGTERMABSENCEPLAC1 and SC_ATTR_LONGTERMABSENCEPLAC2)
- Attendance Tracking - Placement Attendance Summary (SC_ATTR_ATTENDANCESUMMARYPLAC1 and SC_ATTR_ATTENDANCESUMMARYPLAC2)
- Attendance Tracking - Event Attendance Entry (SC_ATTR_ENTERATTENDANCEEVNT and SC_ATTR_ENTERATTENDANCESEVNT)
- Attendance Tracking - Event Long-Term Absence (SC_ATTR_LONGTERMABSENCEEVNT1 and SC_ATTR_LONGTERMABSENCEEVNT2)
- Attendance Tracking - Event Attendance Summary (SC_ATTR_ATTENDANCESUMMARYEVNT1 and SC_ATTR_ATTENDANCESUMMARYEVNT2)
- Attendance Tracking - Update Gradable Component (SC_ATTR_UPDATEATTENDANCECOMP)

Use the following steps to disable the menu links to the pages. You can disable one menu link at a time.

1. Access Web Tailor.
2. On the Web Tailor Menu (`bmenu.P_WebTailorMnu`), select Web Menus and Procedures.
3. On the Customize a Web Menu or Procedure page (`twbkwmnu.P_OptionPgWebMain`), enter the package.procedure name of the Web page in the **Search by Name** field.
4. Select the **Search** button.
5. Select the name in the **Procedure Name** field.
6. On the Customize a Web Menu or Procedure page (`twbkwmnu.P_ModifyPgWebMain`), select the **Copy Baseline to Local** button.
7. On the Customize a Web Menu or Procedure page (`twbkwmnu.P_CopyToLocalPgWebMain`), uncheck the **Enabled Indicator**.
8. Select the **Submit Changes** button.
9. Repeat these steps for each menu link you wish to disable.

Obsolete pages

The following pages, delivered by the European Solution Center (ESC) in Banner 8.x, are no longer used with Banner Student Attendance Tracking 9.x.

Attendance Tracking Setup Page (SKAATSU)

This page has been replaced by the Attendance Tracking Setup Rules Page (SOATR) and the Attendance Tracking Meeting Rules Page (SOATMT).

SKAATSU can still be used in Banner 8.x with the version of Banner Student that is delivered by the ESC for VOCAP attendance tracking.

Attendance Tracking Parameter Page (GKAKSYS)

This page has been replaced by the Attendance Tracking Setup Rules Page (SOATR) and the Attendance Tracking Meeting Rules Page (SOATMT).

GKAKSYS can still be used in Banner 8.x with the version of Banner Student that is delivered by the ESC for VOCAP attendance tracking.

Data migration

This section discusses moving your data from the ESC 8.x Attendance Tracking module to the Banner Student 9.x Attendance Tracking application.

Data migration is done automatically as part of the upgrade process. Data is migrated from the ESC Attendance Tracking Repeating Table (SKRATTR) to the Section Meeting Times Repeating Table (SSRMEET) and the Student Attendance Tracking Recording Table (SORSATR).

Here is the script that performs the migration.

```
INSERT INTO sorsatr
(
  SORSATR_SURROGATE_ID_SSRMEET,
  SORSATR_PIDM,
  SORSATR_MEET_DATE,
  SORSATR_EXPECT_HRS,
  SORSATR_ACTUAL_HRS,
  SORSATR_ABSENT_HRS,
  SORSATR_ATTEND_IND,
  SORSATR_USER_ID,
  SORSATR_ACTIVITY_DATE,
  --SORSATR_SURROGATE_ID, populated by trigger
  --SORSATR_VERSION, populated by trigger
  SORSATR_AUTH_IND,
  SORSATR_COMMENT,
  SORSATR_DATA_ORIGIN
  -- SORSATR_VPDI_CODE populated by trigger
)
SELECT ssrmeet_surrogate_id,
       skratatr_pidm,
       nvl(skratatr_date,sysdate),
       nvl(skratatr_expect_hrs,0),
       nvl(skratatr_actual_hrs,0),
       nvl(skratatr_abs_hrs,0),
       nvl(skratatr_attend_ind,'N'),
       user,
       sysdate,
       skratatr_auth_ind,
       skratatr_comment,
       skratatr_data_origin
FROM   skratatr,
       ssrmeet
WHERE  ssrmeet_term_code = skratatr_term_code
AND    ssrmeet_crn = skratatr_crn
AND    ssrmeet_mtyp_code = skratatr_mtype_code
```

```

AND      skrattr_date BETWEEN ssrmeet_start_date AND ssrmeet_end_date
AND      ssrmeet_begin_time = skrattr_begin_time
AND      ssrmeet_end_time = skrattr_end_time
AND      (
          (to_char( skrattr_date, 'DY' ) = g$_date.nls_abv_sun AND
           ssrmeet_sun_day IS NOT NULL) OR
          (to_char( skrattr_date, 'DY' ) = g$_date.nls_abv_mon AND
           ssrmeet_mon_day IS NOT NULL) OR
          (to_char( skrattr_date, 'DY' ) = g$_date.nls_abv_tue AND
           ssrmeet_tue_day IS NOT NULL) OR
          (to_char( skrattr_date, 'DY' ) = g$_date.nls_abv_wed AND
           ssrmeet_wed_day IS NOT NULL) OR
          (to_char( skrattr_date, 'DY' ) = g$_date.nls_abv_thu AND
           ssrmeet_thu_day IS NOT NULL) OR
          (to_char( skrattr_date, 'DY' ) = g$_date.nls_abv_fri AND
           ssrmeet_fri_day IS NOT NULL) OR
          (to_char( skrattr_date, 'DY' ) = g$_date.nls_abv_sat AND
           ssrmeet_sat_day IS NOT NULL)
        )
/

```

Seed Data

The following seed data is delivered for this enhancement.

GTVSDAX rules

The following rules on the Crosswalk Validation Page (GTVSDAX) rules are used with attendance tracking.

External Code	Internal Code	Internal Code Group	Description
UPDATE	ATTDATEUPD	SS ATTENDANCE	Last attended update method
A	ATTRAUDIT	SS ATTENDANCE	Grading Mode Code for Auditing
Y/N	CLASSCANCL	SS ATTENDANCE	Incl Canceled Classes - (Y/N)
FMIL	DETNAMEFMT	SS ATTENDANCE	Student details name format
FMIL	FACNAMEFMT	SS ATTENDANCE	Faculty name format
LFMI	LSTNAMEFMT	SS ATTENDANCE	Student list name format
Y/N	NOMEET	SS ATTENDANCE	Include non-standard meetings?
Y/N	NOTIFYABS	SS ATTENDANCE	Incl Notified Absence - (Y/N)
Y/N	PHOTOS	SS ATTENDANCE	Display Photo - (Y/N)
20	RECPERPAGE	SS ATTENDANCE	Default no. of Records Display
Y/N	REQABSNOTE	SS ATTENDANCE	Required note absence (Y/N)
UPDATE	TOTALHRSUP	SS ATTENDANCE	Total hours update method

Web Tailor

Seed data is used for Web Tailor tables and Information Text (Web Tailor procedures and Web Tailor labels).

Web Tailor tables

The following Banner Web Tailor tables are populated with seed data by Attendance Tracking to provide the Self-Service roles, menu options, and page links for the module:

Table	Description
TWGRMENU	“Back” links on Attendance Tracking Self-Service pages
TWGBWMNU	Attendance Tracker menu option
TWGRWMRL	Web Tailor roles that can access the Self-Service pages
TGRINFO	Info Text for Attendance Tracking

Web Tailor Info Text

The following Info Text is used for the Getting Started tab for Banner Faculty and Advisor Self-Service and Banner Student Self-Service.

Web Tailor procedures

Web Tailor procedures on the Select Information Text to Customize page (`twbkwinf.P_ReorderPgInfoText`) are used with this enhancement.

Procedure Name	Description	Enabled	Source
ATTR9	Infotext for Banner 9.x Faculty Attendance Tracking	Y	B
SATTR9	Infotext for Banner 9.x Student Attendance Tracking	Y	B

Web Tailor labels

Web Tailor labels are used on the Reorder or Customize Information Text page (`twbkwinf.P_ReorderPgInfoText?name_in=ATTR9` and `twbkwinf.P_ReorderPgInfoText?name_in=SATTR9`). These labels contain the seed data for the text used in the Getting Started tab in Banner Faculty and Advisor Self-Service and Banner Student Self-Service.

Use the **Copy Baseline entries to Local** button to copy the seed data. You can then modify the text as you wish.

Seq #	Label	Source	Info Text
<i>The following labels are used with procedure ATTR9 for Banner Faculty and Advisor Self-Service.</i>			
1	FGetStartedBody	Baseline	####Use this page to enter attendance tracking information for the students in your courses. * Only your courses which are open for attendance tracking are displayed. * View your course and student details. * Sort your Course List or Roster by clicking on column headers.
1	FGetStartedFooter	Baseline	If you have questions, please Email the Registrar YourRegistrar@YourInstitution.Edu
1	FGetStartedTitle	Baseline	Welcome to Banner 9.x Student Faculty Attendance Tracking
<i>The following labels are used with procedure SATTR9 for Banner Student Self-Service.</i>			
1	SGetStartedBody	Baseline	####Use this page to view attendance information in your courses. * Only your courses which are registered for are displayed. * View your course. * Sort your Course List by clicking on column headers.
1	SGetStartedFooter	Baseline	If you have questions, please Email the Registrar YourRegistrar@YourInstitution.Edu
1	SGetStartedTitle	Baseline	Welcome to Banner 9.x Student Attendance Tracking Self-Service

Self-Service menu option

Seed data was delivered in the 9.0 release for the Attendance Tracker menu option. This option has been added to the Banner Self-Service Main Menu (bmenu.P_MainMnu).

Process control rules

The following process codes are delivered for use with attendance tracking security.

Process Control Code Validation Page (STVPROC)

The following process type codes are used with faculty security in attendance tracking.

Process Type Code	Description	Check Order	Enforce Check Order	PIN Control Allowed	System Required
DISPLAYATTEND	Display Student Attendance	Advisor	No	No	Yes
DISPLAYATTEND	Display Student Attendance	Faculty	No	No	Yes
ENTERATTEND	Attendance Tracking	Faculty	No	No	Yes

Faculty/Advisor Process Rules Page (SOAFACS)

The following process rules are used with faculty security in attendance tracking.



Note: The DISPLAYATTEND rule for Advisor is for future use.

Process Code	Description	Check Order	Process Available on Self-Service	All Access	PIN Control	Relationship	Primary	Attribute Type Checking	System Required
DISPLAYATTEND	Display Student Attendance	Advisor	Yes	Yes	No	No	No	No	Yes
DISPLAYATTEND	Display Student Attendance	Faculty	Yes	Yes	No	No	No	No	Yes

Process Code	Description	Check Order	Process Available on Self-Service	All Access	PIN Control	Relationship	Primary	Attribute Type Checking	System Required
ENTERATTEND	Enter Student Attendance	Faculty	Yes	Yes	No	No	No	No	Yes

Ideas

The following ideas are included with this release.

IDEA-13863

Users need to track attendance for classes that do not have meeting times or standard meeting times, such as independent study, thesis, clinical practice, self-paced classes, Web-based classes, applied music lessons, and so on.

IDEA-25478

Users requested the ability to view specific session dates in the Course Details tab.

IDEA-14298

Users would like the installation documentation to list the privileges required for BANPROXY instead of the BAN_DEFAULT_M Role, as removing the role causes a Java startup error.

At press time, it was anticipated that this RPE would be included in the release.

Known Issues

The following items are in progress at this time.



Note: Some items listed here may have been resolved by the time this document is published. Other items that are still in progress may not be included in this document due to the publishing schedule.

Sign in feedback

When a user signs in and does not have the appropriate role or is using the wrong URL (such as a faculty member using the student URL), the following message is displayed: *You are not authorized to view this page. Sign in to start again.* Signing in again does not change the situation. A more meaningful message is needed to explain that the user is not authorized to view the page or authorized to use the system.

Also, if the user does not have the required role or is an inactive faculty member, no error message is received. Instead the **ID** and **Password** fields are blanked out, and the Sign In page is redisplayed. Again, more specific feedback is needed for the user.

Fine-Grained Access Control error message

When a user legitimately cannot access a record because of FGAC restrictions, the error message displayed does not mention security and is confusing. For example, on SOAATMT, *Another user has updated this Attendance Tracking Meeting Rule while you were editing.*

Scrollbar behavior

The horizontal scrollbar in the Mark Attendance page remains in a fixed position when any operation is performed where the scroll bar is to the left of the partition line. The partition line is the vertical line to the right of the **Attendance** field that separates the informational fields from the daily attendance fields.

Page grayed out after error

When the user is on the Mark Attendance page, accesses the Extended Absence window but does not enter the required start dates and tries to save, an error is displayed. If the user then does not enter the required end dates and tries to save, another error is displayed. If the user does not click **OK** to acknowledge either message, and selects **Cancel** to close the window, the following occurs. The window is closed, the Notification Center is cleared of messages, and the Mark Attendance page is grayed out. You can refresh the page to return to the landing page.

Multiple sessions for a CRN

When a CRN has multiple sessions on SOAATMT, the user should be able to enter rules for each session. However, after one rule has been entered for a session, the **Insert** button is disabled for all remaining sessions.

To re-enable the **Insert** button, you can select the **Delete** button, acknowledge the pop-up message, and then use the **Insert** button.

Rule start date check

On SOAATMT, you can enter any date as the start date for the rule. This is not consistent with SOAATRK. An edit should be added to SOAATMT to check the start date for the rule, as the start date cannot be earlier than the meeting start date.

Error message text

The error messages displayed on SOAATMT and SOAATRK need to be updated to reflect the field label changes on the pages.

- The **Self-Service Access** field has been renamed **Track Class Attendance**.
- The **Self-Service Start Date** field has been renamed **Tracking Start Date**.
- The **Self-Service End Date** field has been renamed **Tracking End Date**.
- The **Tracking** indicator has been renamed **Display Class**.

Column headings

Column headings overlap and are not fully displayed on the Nexus 7 Android. This occurs in Banner Student Self-Service Attendance Tracking.

When the browser is minimized, column headings are not displayed. Only the taskbar is displayed.

For smaller screen widths, some column heading text may overlap other text, making it difficult to read. This occurs on tablets such as the Android.

Show/hide columns

The show/hide columns feature does not interact properly with the fixed column feature, (which allows the user to scroll through the attendance data while the left-most columns are held constant).

Column names in the show/hide pulldown list can be difficult to read if the column name is too long. Column names for fields that are untitled are blank.

The ability to hide columns is not available in this release.

Preferences

The Preferences option in the page heading is not available for this release.

Tools menu

The Tools menu does not contain any options for this release and has been disabled.

Multicalendar dates

An issue exists with date parsing on the multicalendar in Banner Faculty and Advisor Self-Service for the Extended Absence window. Incorrect date values can be entered but are then rejected for invalid format. A server error is displayed instead of the multicalendar validating the entry and producing a valid error message.

12 hour and 24 hour display

The clock display format currently supports only the 24 hour format and does not use a colon (0800 for 08:00) on the setup pages.

Hours and minutes display

When using Internet Explorer 9, in the Student Details for the Mark Attendance page, the **Hrs** and **Min** labels are not displayed for the **Expected Hours** and **Hours Attended** pulldown fields.

Dropped course

In Banner Faculty and Advisor Self-Service, when a course is dropped for a student on the Mark Attendance page, the results are not as expected.

A note should be appended to the withdrawal date.

Absence notified note

When an absence notified note is entered for a student, the note is not removed after a student is marked as present from **Hours Attended** field in the Student Details. The **Absence Notified** indicator remains checked.

Attendance completed count

On the Faculty Attendance page, the **Attendance Completed** value is not updated for when the meeting is canceled after the withdrawal date.

Electronic gradebook

Users cannot feed attendance tracking data to the electronic gradebook in this release.

Registration history

Registration history is not available in this release. A user story has been added to the Banner Student 9.x Registration project to allow the storage in a new table of effective-dated registration records for students. Currently the registration information is “point in time”, and so does not give historic information which is required for tracking attendance in past weeks.

Web controls

When in Banner Faculty and Advisor Self-Service, at least one of the Faculty and Advisor Controls on SOATERM must be checked for the term.

Translation

Some labels such as “Go” and “Start Over” may not be correct in various languages as the entries exist in multiple plugins, and the functional plugins have not been completely translated.

The following issues are for the Spanish translation:

- In Banner Faculty and Advisor Self-Service, various translation issues exist with the Spanish version of the Faculty Attendance Tracking and Mark Attendance pages.
- Errors exist in the Spanish translation of the SOAATMT and SOAATRK pages. The Tools and Item Properties options also do not display complete Spanish translations when selected. Issues also exist with column header alignment and sort options in ascending or descending order.

The following issues are for the Arabic translation:

- The Arabic copyright text is not correct.
- Issues exist in the Arabic translation of the SOAATMT and SOAATRK pages. Some phrases and data terms are not translatable at this time. This issue is in analysis for future completion.

Resolutions

The *Banner Student Attendance Tracking Resolutions Report 9.1* is a companion to this release guide. The Resolutions Report provides summary information about the change requests that are resolved in *Banner Student Attendance Tracking Release 9.1*. Use the following steps to access the Resolutions Report on the Ellucian Support Center:

1. Go to the Ellucian Client Support web site: <http://www.ellucian.com/Solutions/Ellucian-Client-Support>.
2. Click the **Ellucian Hub** button to log in to the Ellucian Hub.
3. Choose the Ellucian Download Center application.

or

Choose the Ellucian Support Center application.