Introduction

• A pilot was conducted for a new attendance tracking/scanning system during Fall 2014 and Spring 2015 semesters.

• Based upon the pilot, it was decided to:
  • Expand the number of classrooms with attendance scanners as resources allow.
  • Replace the Banner XE attendance module with an enhanced module that features new capabilities and better performance.

• Beginning **August 11, 2015**, the new attendance tracking system will be available.

• The old traditional system for reporting absences will continue to be available as well.
Attendance Tracking Features

- Features of the new system include:
  - Tracks attendance for each class meeting date
  - Records attendance detail including present, unexcused absence, excused absence or late
  - Available to instructors of record and departmental users
  - Works with or without attendance scanning hardware

Setup

At the beginning of each term you will indicate whether you want to use the new attendance tracking system or the old absence reporting system for each of your sections. To do so:

1. Login to myState with your NetID and NetPassword.
2. Click on the **Banner** tab and navigate to the **MyBanner for Faculty** menu. Select the **Attendance Tracking and Absence Reporting** option under the **Grades and Absences** column.

![Banner tab and MyBanner for Faculty menu](image1)

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

![Instructor and Departmental User Options](image2)
4. Locate the course section and click **Select Method for Tracking Attendance/Absences.**

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

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

Options

- A dropdown menu allows easy manipulation of attendance data.

Options:

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

- This system allows tracking of student attendance as either:
  - PR - Present
  - AU - Absence Unexcused
  - AE - Absence Excused
  - LA - Late
  - NT - Not Taken
- Can keep daily notes on each student

Emailing Attendance Reports

- Personalized attendance reports can be emailed automatically or manually to each student.
Attendance Detail - Student

• Attendance detail is reported to the students in Banner.

Course using Attendance Tracking

Course using Absence Reporting

Attendance Detail - Student

• For courses using attendance tracking, students can click on the hyperlinks to view attendance details.
Attendance Detail – Parent Portal

• Attendance detail is also displayed on the Parent Portal.

Click on hyperlinks to display attendance details.

Attendance Scanners

• Hardware is available in some classrooms to allow students to record their attendance by scanning their ID cards.

• These scanners work seamlessly with the new attendance tracking system.
Attendance Tracking with Scanners

Currently 18 rooms are equipped with scanners:

- Allen 13
- Ballew 119
- Bowen 150
- Dorman 128
- Dorman 140
- Hand 1100
- Hand 1144
- Hilbun 102
- Hilbun 150
- Hilbun 250
- Hilbun 350
- Library Auditorium
- McCool 100
- McCool 124
- McCool 234
- McCool 236
- Simrall 100
- Swalm 001

New for Fall 2015

www.its.msstate.edu/support/documentation/attendance/classrooms/
Scanning Demonstration

http://mymedia.msstate.edu/viewer.php?mid=53008

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Attendance Tracking with Scanners

• From the Banner course section list, the instructor of record or departmental user must configure the attendance scanners.

• Once the Attendance Tracking option is selected for a course in a classroom with scanning hardware, the Configure Attendance Scanners option appears.
Attendance Tracking with Scanners

• Scanning options include scanning start time, scanning end time, scanning late time, and email attendance report.

**Attendance Scanner Configuration**
- Select the following options to configure the attendance scanners, then click the Save button at the bottom of the page.

  1. **Scan Begin And End Times (Required)**
     - Choose either the default settings or your own custom settings.
     - Use default settings. The default window of time for the scanners to be active is 10 minutes before the class starts until 10 minutes after the class ends.
     - Use custom settings. The begin time can be set to no more than 15 minutes before the class starts and the end time can be set to no more than half of the class meeting time after the class starts.

  2. **Scanner Late Time (Optional)**
     - Check this box if you want to track students who scan after a specified time as being late.
     - Track Late - The late time (specified based on number of minutes after the start time of the class) must be less than the end time minutes from above.

  3. **Email Attendance Report (Required)**
     - At night after each class meeting, a batch process will automatically update the attendance status to Absent, Unexcused for all students who do not successfully scan their ID card. This option determines if the batch process also sends a personalized attendance report for this class to each student. Choose one of the following options:
     - Automatic Option - The batch process will automatically email a personalized attendance report for this class to each student at night after each class meeting.
     - Manual Option - No attendance report will be emailed automatically. The instructor will be responsible for emailing the attendance report to students using the option on the Record Attendance page.
Scanning Custom Settings

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

Scanning Example – 11:00 Class

<table>
<thead>
<tr>
<th>Scanning Start Time</th>
<th>Scanning Late Time</th>
<th>Scanning End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:50</td>
<td>11:10:01</td>
<td>11:20</td>
</tr>
</tbody>
</table>

Class Start 11:00

Class End 11:50

Class Time: 11:00 – 11:50 a.m.
Attendance Tracking with Scanners

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

Scan Logs

- Detailed logs of scanning activity can be viewed by instructors and departmental users.
ID Card Test Stations

• Four locations on campus

Hands-on Training

• Hand-on training in McArthur Lab A begins August 10, 2015
• Register at its.msstate.edu
Attendance Tracking System will be available starting August 11, 2015

ITS Help Desk

• Phone
  • 662.325.0631 or 888.398.6394
    • 7:30 a.m.-12:00 a.m. Monday through Thursday
    • 7:30 a.m.-5:00 p.m. Friday
    • 1:00 p.m. 12:00 a.m. Sunday.

• Email
  • helpdesk@msstate.edu

• In Person
  • 108 Allen Hall
    • 8:00 a.m.-10:00 p.m. Monday through Thursday
    • 8:00 a.m.-5:00 p.m. Friday
    • 1:00 p.m. 10:00 p.m. Sunday