

Using Attendance Verification

Georgia Enhanced Banner Student and Financial Aid Systems User Documentation

Version 8.13

Information Technology Services

May 2012

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Table of Contents

Introduction1
Purpose1
Purpose and Scope of Document1
Graphics1
References1
Support2
Attendance Verification Flow3
Description3
Overview of Attendance Verification3
Implementing Attendance Verification5
I. Administering Web Tailor5
1. Enter the Secure Area of Self-Service Banner5
2. Select New Web Tailor Administration6
3. Select procedure
4. Modify Associated Roles7
5. Exit Web Tailor Administration Menu7
II. Changing Students' Attendance Status8
1. Log on to Banner Self-Service8
2. Select Attendance Verification
3. Select the term code9
4. Select the instructor's CRN9
5. Change students' enrollment status10
6. Review Summary Class List page11
7. Exit11
III. Verifying Students Marked as Not Attending 12
Review changes made via the Attendance Verification webpage
IV. Executing the Attendance Verification Process
Appendix A: Document History A-1
Appendix B: Process FlowB-1

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Using Attendance Verification

- Purpose The Self-Service Attendance Verification allows faculty and staff to mark students as not attending. Instructors will access the Self-Service Banner site to verify and update students' class attendance. A query-only form will allow administrative offices to display students marked as 'N' via the webpage. The process will provide a list of students marked 'N' and will drop students from the class roster when run in update mode.
- Purpose and Scope
of DocumentThis document explains how to use the Georgia Enhanced version of
Attendance Verification that accommodates University System of
Georgia needs and requirements.

This chapter includes the following topics:

- Attendance Verification Process Flow
- Administering Web Tailor
- Changing Students' Attendance Status
- Verifying Students Marked as Not Attending
- Executing Attendance Status Changes

Graphic cues used in this document assist with labeling of steps and items that are particularly important.



Graphics

Steps for recovery or support.



For additional information, see references.



Exercise caution.



Warning: an error here is critical.



For information about the baseline product, see Using SGHE Banner User Manual for Accounts Receivable, Financial Aid, and Student.

Support



For additional ITS resources and support, contact the ITS Helpdesk:

- Web support request self-service: http://www.usg.edu/customer_services
- E-mail: Helpdesk@usg.edu

For emergency, business interruptions, or production down situations, call the ITS Helpdesk immediately

- 706-583-2001
- Toll free within Georgia: 1-888-875-3697

Attendance Verification Flow

Description Attendance Verification provides faculty and staff with a tool to update student attendance. The process updates the students' course registration status code in SFAREGS and produces a report.

Faculty instructors can update and view their student's class attendance record on-line using the Banner Faculty and Advisor self service product. The Attendance Verification shows the following for each registered student:

- Student Name
- Student ID
- Registration Status
- Student Level Code
- Course Hours
- Date student registered for course
- Grade Awarded indicator

Overview of Attendance Verification Attendance Verification information through Banner Self-Service.

- I. Administering Web Tailor
 - 1. Log into the secure area of Banner Self Service
 - 2. Select New Web Tailor Administration
 - 3. Select procedures to modify
 - 4. Modify Associated Roles
 - 5. Exit Web Tailor Administration Menu

II. Changing Student's Attendance Status

- 1. Log in to Banner Self-Service as a Web Tailor Administrator
- 2. Select Attendance Verification
- 3. Select the term code
- 4. Select the instructor's CRN
- 5. Change Students' enrollment status
- 6. Review saved records page
- 7. Exit Self-Service



Implementing Attendance Verification

I. Administering Web Tailor

1. Enter the Secure Area of Self-Service Banner Select ENTER SECURE AREA from the Banner Self-Service menu.



Enter the User ID and PIN for the institutional Web Tailor Administrator and click the Login button.

SUNAARD HOLEN EDUCATION	
Please enter your User Identification Number (ID) and your Personal Identification Number (FIN). When finished, select Login.	new (EA)
Please Note: 1D is Case Sensitive	
To protect; your privacy, please Exit and close your browser when you are finished.	
User ID:	
PIN:	
Login Forgot PNP Retrieve ID Retrieve Email Address	
RELEASE: 8.2	powered by SURGARD' HIGHER EDUCATION

Select New Web Tailor Administration from the Main Menu.

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Person's Information Aussiand Friends Advancement Officers Student Financial Add. Faculty Services. Tem	dover WebTalior Administration, Finance
Search [19]	SLEWAY HE'S EAD
Main Menu	
Welcome, Shawn Carter, to the OIIT & Information System! Last web access on Mar 17, 2010 at 09:42am	
Personal Information Woder advance, control information or mantal status (were name to accel accelty nember charge information) Deage your PRII Click Alumni Services	atomiza your directary profile
Haum and music model and annual commutate with your aims mater. Lodate career advicor information littler a job potting: Nake a pleoper Review gui Development Officiers	ing fildory. Become a volumeen Update your volumeer activities: Heure a donation colline using your medit part,
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2. Select New Web Tailor Administration Select Web Menus and Procedures from the Web Tailor Menu.

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WebTailor Menu	
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3. Select procedure The following procedures are part of the Self-Service Attendance Verification package:

- ztgkfcwl.P_FacClaList
- ztgkfcwl.P_FacClaListSum
- ztgkfcwl.P_FacDropComp
- ztgkfcwl.P_FacDropConf

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4. Modify Associated Roles Associated Roles Faculty should have a checkmark beside it.

Customize a Web Me	enu or Procedure		
Please update the inform	nation and Submit Changes.		
苯 - indicates a required field			
	Local	1	Baseline
Page Name: 苯	ztgkfcwl.P_FacClaListSum		bwlkfcwl.P_FacClaListSum
Description: 苯	Summary Class List		Summary Class List
Module: 苯	Faculty and Advisors Self-Service 💌		Faculty and Advisors Self-Service
Comments:			
Enabled Indicator:			Yes
Non Secured Access Allowed:			No
Web Page Caching Override:	Use System Setting 🛛 😪		Use System Setting
Page Title:	Summary Class List		Summary Class List
Header Text:	Summary Class List		Summary Class List
Header Graphic:	Select 💌	Preview Image	
Page CSS URL:			
Map Title:			
Help Link URL:			
Help CSS URL:			
Back Link URL:	bmenu.P_FacMainMnu		bmenu.P_FacMainMnu
Back Link Text:	Return to Menu		Return to Menu
Back Link Image:	Select 💌	Preview Image	
Back Link Menu Indicator:			Yes
Admin Secured:			No
Associated Roles			
Baseline Local Role			
No 📃 All Web User	~		
No Alumni			
No Employee			
No Executive			
No 🔽 Faculty			
No Student			
Yes 📝 🛛 Web Tailor A	dministrator		
No Web for Exe	cutives Administrator		
Customize Menu Items	Customize Information Text Subm	it Changes 🛛 🖡	Reset All Fields
Delete Local Web Meaurer P	rocedure		
Delete Local Web Menu or P	rocedure		

Click the **SUBMIT CHANGES** button to save the changes. A message should appear in the **CUSTOMIZE A WEB MENU OR PROCEDURE** window indicating changes have been successfully saved.

5. Exit Web Tailor Administration Menu

Exit the Web TAILOR ADMINISTRATION MENU tO return to the MAIN MENU.

II. Changing Students' Attendance Status

- Introduction The Self-Service Attendance Verification webpage allows faculty to mark students as not attending.
- 1. Log on to Banner Self-Service

Select ENTER SECURE AREA from the Banner Self-Service menu.

Enter the User ID and PIN for a test student and click the Login button.



Select FACULTY SERVICES MENU from the MAIN MENU.

2. Select Attendance Verification

Select Attendance Verification from the Faculty and Advisors/Faculty Services Menu.

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eea u	
Faculty Services	
Term Selection	
CRN Selection	
Add or Drop Classes	
Summary Class List	
Mid Term Grades	
Final Grades	
Faculty Detail Schedule	
Week at a Glance	
Electronic Gradebook by Component	
Student Information Nenu	
Display student information: View a student's schedule: View a student's TranGuide.	
Advisor Menu	
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Chana Fanily or Idviter rule. Only affects Way/Telease Holds.	
Search Selection	
Search for one sholes in all Ash effects Used Reference Model	

3. Select the term code

Select a specific term and submit the term code selected.

Personal Information Alumni and Friends Advancement Officers Student, Financial aid FouritySterrices Engloyee Hinance Search	RETURN TO HERE SUITE HUR HELP EXT
Select Term	000041684 Janet Jensen Apr 07, 2010 05:97pm
Select a Term: F _{ell 2011}	
RELEASE: 8.1	present by BURGARD INGHER EDUCATION

4. Select the instructor's CRN

Select the course CRN and submit the course selected.

Personal Information Alumni and Friends Advancement (Search Go	dicers Student Financial Aid Faculty Services Faployce Finance	RETURN TO MENU STITE MAR HELP E
Select a CRN		000041894 Janet Jens Spring 20 4pr 07, 2010 05:09
CEN: WITH 2101 07: Intro to Mathematical Wooking.	nota (1) <u>×</u>	
Submit	14 A . U.S.	
RELEASE: 8.3	[Enter CRN Directly]	SUMBARD HOMER EDUCATO

5. Change students' enrollment status

Add a check to the box next to every student that you wish to mark as not attending in the *Currently Enrolled Students* section. Add a check mark next to every student in the *Students Previously Set to be Dropped* section that you wish to mark as attending.

Search	60					HE TURN	TO HENU STE MAP HELP EX
Summary Cla	es list						000041694 Janet Jans
Summary Cit	133 EI31						Apr 07, 2010 05:09
Q An asterisk will app	ear nest to the appropria	te field if any of the	conditions axist:	1) The student has more than one major or depart	ment in his/her primary	or secondary curriculum.	2) The student has a program.
level, college, or d	agree in the secondary cu	mculum that is differ	ent from that in his/her pr	imary curriculum.			
If the word Confidentia	appears next to a studer	its name, the person	I information is to be kept	confidential.			
Courses Talormation							
Intro to Mathematic	al Modeling - MATH 1	101.01					
CRN: 80630	a noucing - matrix.						
Duration: Jan 02	2008 May 02, 2008						
Status: Active							
Enrollment Counts							
Maximu	n Actual Remaining						
Enrolment: 38	1 37						
Cross List: 0	0 0						
Currently Enrolled S	ludents.						
There are no chur	lents to be depended for						
. Intre are no star	the second propped in .						
	ates to the literal	and allow mostly a					
0030 MATH 1101 1	nero to matricinatical i	addening, section o					
Students Previously	Set to be Dropped						
and the second se	Student Name	ID	Reg Status	Level	Credits	Date Dropped	Grade Status
Drop Record Number							
Prop Record Number	Student, One	111111111	""Registered""	Undergraduate Semester System	3,000	07-APR-10	
Drop Record Number	Student, One	111111111	""Registered""	Undergraduate Semester System	3,000	07-AFR-10	

Note: Students who have been marked to be dropped will be removed from the page when the Attendance Verification process (ZHRNOSH) is run in update mode.

Click continue.

6. Review Summary Class List page

Review the records you are about to change.

20	SUNGARD	IGHER EDUCATION						
Parca	nai Information	Alumri and Friends J.	dvancement Officers	Student Financial Aid	Figure Services Employee Figure			
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POBILI								
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Submit the changes

Fersonal Information Alumni a	and Friends Advancement Officers S	tudent Financial Aid Faculty Services	Employee Finance	
Search G	9			RETURN TO MENU STITE MAP HELP E
Summary Class Li	st			000343644 Janet Jan Spring 2 Apr 07, 2010 05:10
Student Name	TD	Reg Status	Level	
Student, One	111111111	**Registered**	Undergraduate Semester System	

7. Exit Exit Bar

Exit Banner Self-Service.

III. Verifying Students Marked as Not Attending

Introduction

Administrative staff will be able to display students marked as not attending by instructors on the Attendance Verification webpage.

Review changes made via the Attendance Verification webpage The Attendance Verification form (ZHANOSH) displays students marked as not attending on the Attendance Verification webpage by using student id and one of the following options:

- term only
- term and CRN
- term and student id.

By term only

101	m: 201	002 Spring 2	2010		4	CRN:							
I	D:												
ect	Term	ID	Part of Term	Campus	Leve	Í CRN	Subject	t Course	Section	llours	Course Title	ID	
	201002	11111111	1	A	US	80630	MATH	1101	01	3,000	Intro to Mathematical Modeling	000041694	-
	201002	@00010119	G01	GMI	GS	84887	FOFX	6111	Ynt	3.000	Exceptional Ind in Reg Classes		
	-	-		(entr	lee.		EDEI	in the	-	2 000	Educ Sch Burn Mant and Enance		-

By term and CRN

Term: 201002 Spring 2010 CRN: 80630 MATH 1101 01 ID:												
Select Term	Part of Select Term ID Term Campus Level CRN Subject Course Section Hours Course Title ID											
201002	111111111	1	A	US	80630	MATH	1101	01	3.000	Intro to Mathematical Modeling	000041694	

By term and student id



IV. Executing the Attendance Verification Process

Introduction

The Attendance Verification process (ZHRNOSH) produces a list of students marked as not attending by instructors on the Attendance Verification webpage. In update mode, the process will drop the student(s) from the class roster and the Attendance Verification webpage based on selected job submission parameters. The process output will display a student's id and name, term code, CRN information, part of term code, and a message for each student.

1. Execute ZHRNOSH

Execute the Attendance Verification process (ZHRNOSH) through the Process Submission Controls form (GJAPCTL). The process can be run in Audit mode to verify expected results before running in Update mode to make permanent changes to the student's registration status.

Three output files will be produced (zhrnosh.lis, zhrnosh.log, and zhrnosh.pdf).

Process Si Process:	ubmission Controls GJAPCTL 8.3.0.2 ////////		Parameter Set:						
Printer Printer:	Control DATABASE Spe	cial Print:	Lines: 55 Submit Time:						
Parame Number	ter Values Parameters		Values 201008 % DD U U U V V V V V V V V V V						
Submiss Save Pi	Submission Save Parameter Set as Name: Description: Hold * Submit								
Save Entered Record: 1/1	Parameters; CHECK to save.	<0SC>							

Parameters for ZHRNOSH

				Default
No	Name	Required	Description/Instructions	Values
01	Process Term	Yes	Term to be processed (eg: 200508).	
02	Part of Term Code	Yes	Enter a specific P-O-T from SFARSTS or % for all P-O-T.	
03	Enter Drop/Withdrawal Code	Yes	Updates course registration status code on SFAREGS.	
04	Run Mode	Yes	A for Audit Mode or U for Update Mode.	

Warning



This process will remove student(s) from the *Students Previously Set* to be Dropped section on the Attendance Verification webpage when this process is executed in Update mode.

Sample Files Samples of the .log and .lis files.

. .

Sample of the ZHRNOSH.log file

```
Username: Connected.
RUN SEQUENCE NUMBER: zhrnosh completed successfully
26 lines written to /home/banjob/zhrnosh_815513.lis
Connected.
Connected.
```

Sample of the ZHRNOSH.lis file (Audit mode)

08-Nov-10 at 04:11:09	Database Attendance Verification	Page: 1 ZHRNOSH
ID NAME	TERM PTRM CRN MESSAGES	
800010119 Apple, Ruby R 987987987 Rivers, Charl	ed 201008 1 53328 ***Waiting to be 	e Processed*** /ped/withdrawn-Registration not updated***
08-Nov-10 at 04:11:09	T10852 Database Attendance verification * * * REPORT CONTROL INFORMATION - ZHRNOSH - GAMC	Page: 2 DD 8.6 * * *
Run Mode : A Term Code : 201008 Part-of-Term Code : 1 RSTS Code : DD Students to be Updated: Report Line Limit : 55	1	
Record Count : 2		
Run ended on 08-Nov-10	at 04:11:09	
**** Process completed	successfully. ****	

Sample of the ZHRNOSH.lis file (Update mode)

08-Nov-10 at 04:13:37	Database Attendance Verification	Page: 1 ZHRNOSH
ID NAME	TERM PTRM CRN MESSAGES	
©00010119 Apple, Ruby Red 997997997 Rivers, Charleston	201008 1 53328 ***Processed Successfully*** 201000 1 53328 ***Student already dropped/i Total Class Enrollment for 53328 : 1	" Http://www.egistration.not.updated"""
08-Nov-10 at 04:13:37	T10852 Database Attendance verification * * * REPORT CONTROL INFORMATION - ZHRNOSH - GAMOD 8.6 * * *	Page: 2
Run Mode : U Term Code : 201008 Part-of-Term Code : 1 RSTS Code : D0 Students Updated : 1 Report Line Limit : 55		
Record Count : 2		
Run ended on 08-Nov-10 at 04	:13:38	
**** Process completed succes	ssfully. ****	

2. Review the Student Course Registration form (SFAREGS) Verify that the student's registration status code has been updated by reviewing the SFAREGS form.



Appendix A: Document History

This section details the history of the document and updates made for each modification.

Release and Date	Form/Process	Page	Update Description
Georgia Enhancements 7.10.1, December 31, 2007	ZHANOSH ZHRNOSH	N/A	Original release.
Georgia Enhancements 7.12.3, June 30, 2008	ZHANOSH	N/A	Defect correction to fix errors resulting from student name changes
Georgia Enhancements 7.21, September 30, 2009	ZHANOSH ZHRNOSH	N/A	ZHANOSH - Defect correction to fix student ID error message in hint line. ZHRNOSH – Enhancement to include new part-of-term parameter.
Georgia Enhancements 8.0, December 18, 2009	ZHANOSH ZHRNOSH	N/A	ZHANOSH – Course display of long course title fixed. ZHRNOSH – Corrected to process all possible values for part of term parameter, corrected hint text for Part of Term, addition of certification that "Count in Enrollment" flag is not checked for the Drop/Withdrawal Code parameter value, and enhanced error messages.
Georgia Enhancements 8.2, June 30, 2010	ZHANOSH ZHRNOSH	N/A	Conversion from Georgia Enhancements 7.22
Georgia Enhancements 8.6, December 17, 2010	ZHRNOSH	N/A	Defect correction to identify drop and withdrawal codes based on both the "Count in Enrollment" flag and the "Status Type" field on STVRSTS.
Georgia Enhancements 8.13, May 31, 2012	ZHANOSH	N/A	Defect corrections to remove an HTML error.

Appendix B: Process Flow

