UNIVERSITY SYSTEM OF GEORGIA
INFORMATION TECHNOLOGY SERVICES

GeorgiaBEST
STUDENTS • INTEGRATIONS • FACULTY
TECHNOLOGISTS • ADMINISTRATION

Using Attendance Verification

Georgia Enhanced Banner Student and Financial Aid Systems User Documentation

Version 8.13

Information Technology Services

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Table of Contents

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Using Attendance Verification

Introduction

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 Document

This 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

Graphics

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

Steps for recovery or support.

For additional information, see references.

Exercise caution.

Warning: an error here is critical.

References

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   Complete the following steps to implement and execute Self Service 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

<table>
<tr><td colspan="2">III. Verifying Students Marked as Not Attending</td></tr>
<tr><td>Review changes made on the Attendance Verification webpage</td><td>ZHANOSH</td></tr>
</table>

↓

<table>
<tr><td colspan="3">IV. Executing the Attendance Verification Process</td></tr>
<tr><td>1.</td><td>Execute the Attendance Verification process</td><td>ZHRNOSH</td></tr>
<tr><td>2.</td><td>Review the Student Course Registration form</td><td>SFAREGS</td></tr>
</table>

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.

Select NEW WEB TAILOR ADMINISTRATION from the MAIN MENU.
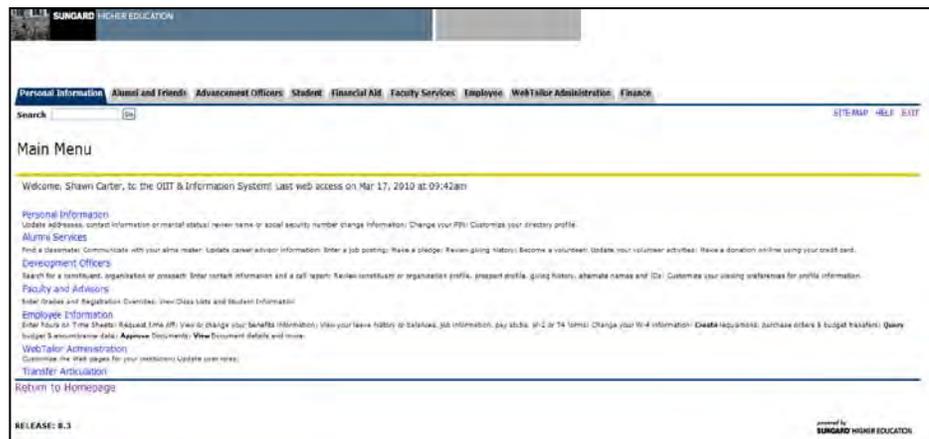
2. Select New Web Tailor Administration

Select **WEB MENUS AND PROCEDURES** from the **WEB TAILOR MENU**.

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
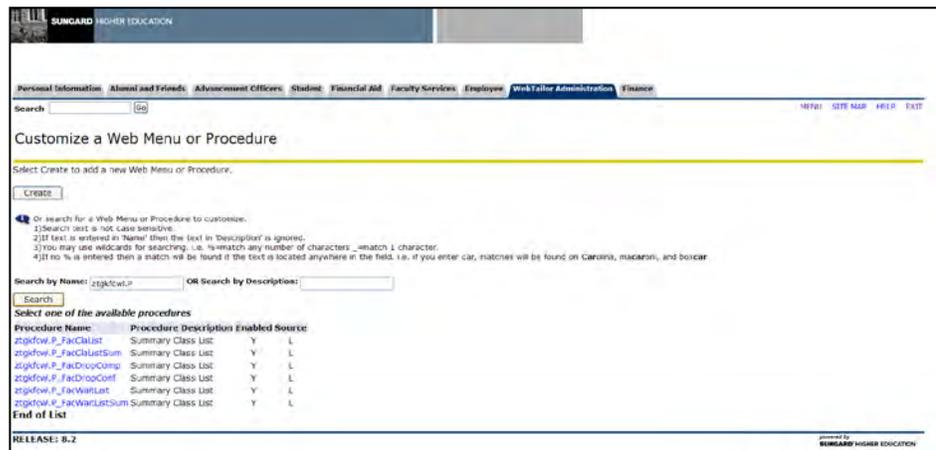
4. Modify Associated Roles

Modify the Associated Roles for each of the procedures listed in Step 3. Faculty should have a checkmark beside it.

Customize a Web Menu or Procedure

Please update the information and Submit Changes.

✱ - indicates a required field.

	Local	Baseline
Page Name: ✱	ztgkfcwl.P_FacClaListSum	bwlkfcwl.P_FacClaListSum
Description: ✱	Summary Class List	Summary Class List
Module: ✱	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 Users
No	☐	Alumni
No	☐	Employee
No	☐	Executive
No	☑	Faculty
No	☐	Student
Yes	☑	Web Tailor Administrator
No	☐	Web for Executives Administrator

[Customize Menu Items] [Customize Information Text] [Submit Changes] [Reset All Fields]

[Delete Local Web Menu or Procedure]

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.
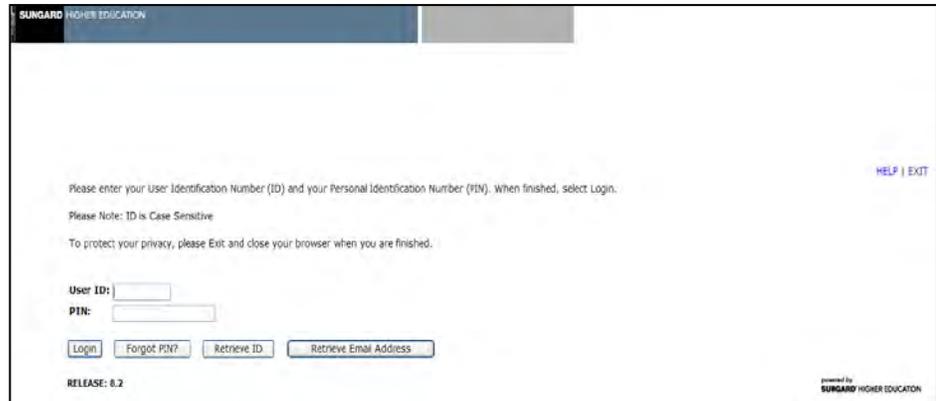
Select FACULTY SERVICES MENU from the MAIN MENU.

2. Select Attendance Verification

Select ATTENDANCE VERIFICATION from the FACULTY AND ADVISORS/FACULTY SERVICES MENU.
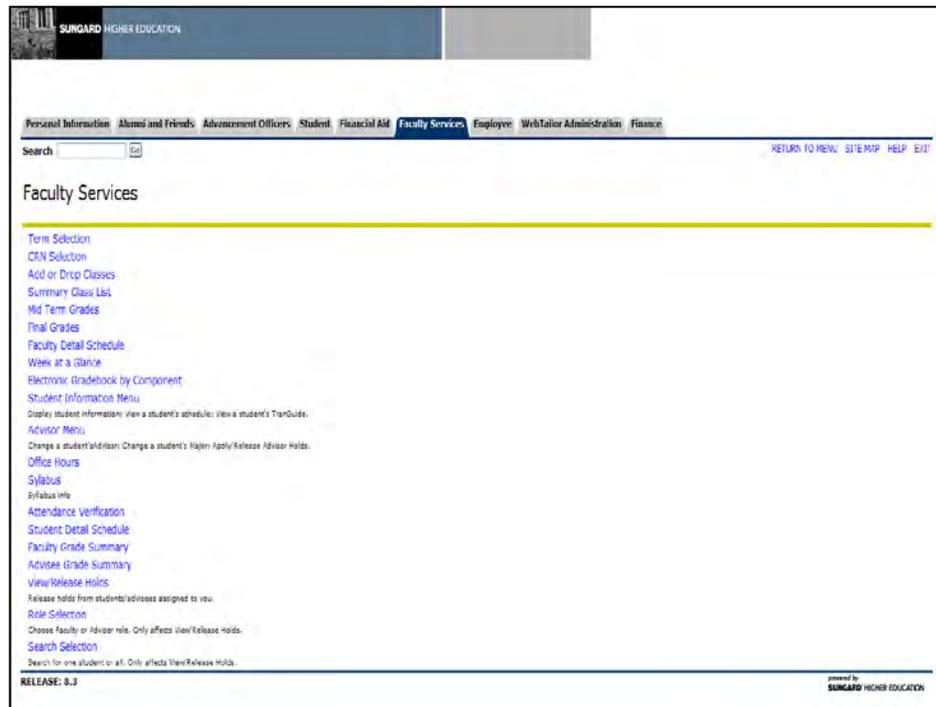
3. Select the term code

Select a specific term and submit the term code selected.

4. Select the instructor's CRN

Select the course CRN and submit the course selected.

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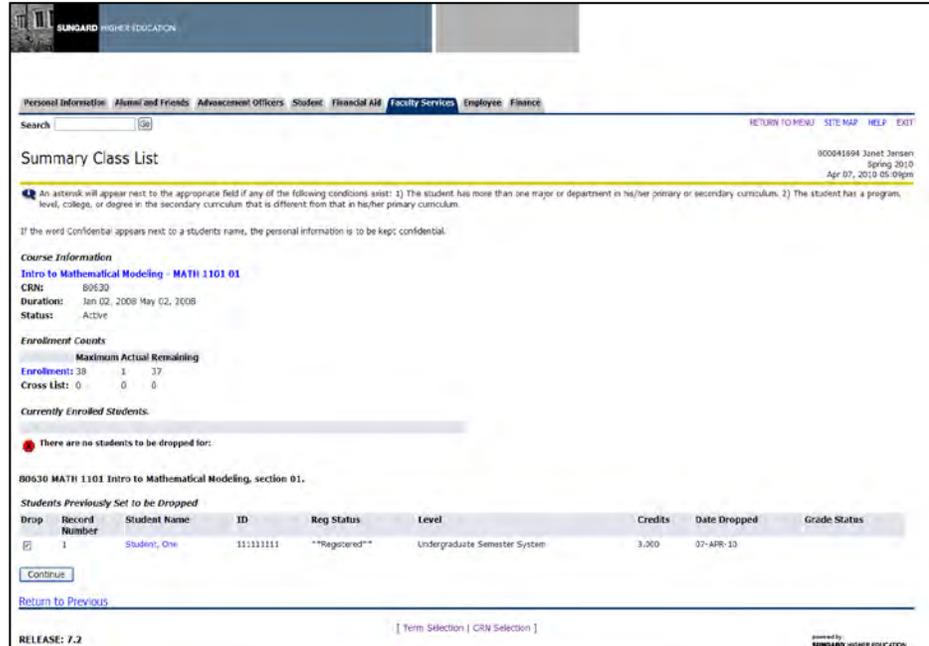
Note: Students who have been marked to be dropped will be removed from the page when the Attendance Verification process (ZHRNOSH) is run in update mode.

Click continue.

6. Review Summary Class List page

Review the records you are about to change.

Submit the changes

7. Exit

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

By term and CRN

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).

Parameters for ZHRNOSH

No	Name	Required	Description/Instructions	Default 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                                    Page: 1
                              Attendance Verification                          ZHRNOSH

ID         NAME                       TERM    PTRM  CRN      MESSAGES

@00010119 Apple, Ruby Red                     201008  1     53328   ***Waiting to be Processed***
987987987 Rivers, Charleston          201008  1     53328   ***Student already dropped/withdrawn-Registration not updated***
                                       Total Class Enrollment for 53328 : 2

08-Nov-10 at 04:11:09              T10852 Database                             Page: 2
                              Attendance Verification
                              * * * REPORT CONTROL INFORMATION – ZHRNOSH – GAMOD 8.6 * * *

Run Mode : A
Term Code : 201008
Part-of-Term Code : 1
RSTS Code : DD
Students to be Updated: 1
Report Line Limit : 55

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                                    Page: 1
                              Attendance Verification                          ZHRNOSH

ID         NAME                       TERM    PTRM  CRN      MESSAGES

@00010119 Apple, Ruby Red                     201008  1     53328   ***Processed Successfully***
987987987 Rivers, Charleston          201008  1     53328   ***Student already dropped/withdrawn-Registration not updated***
                                       Total Class Enrollment for 53328 : 1


08-Nov-10 at 04:13:37              T10852 Database                             Page: 2
                              Attendance Verification
                              * * * REPORT CONTROL INFORMATION – ZHRNOSH – GAMOD 8.6 * * *

Run Mode : U
Term Code : 201008
Part-of-Term Code : 1
RSTS Code : DD
Students Updated : 1
Report Line Limit : 55

Record Count : 2

Run ended on 08-Nov-10 at 04:13:38

**** Process completed successfully.  ****
```

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

Attendance Verification

Log into the secure area of Banner Self Service

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Select WebTailor Administration

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Select procedures to modify

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Modify Associated Roles

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Exit WebTailor Administration Menu

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Log in to Banner Self-Service as a WebTailor Administrator

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Select Attendance Verification

↓

Select the term code

↓

Select the instructor's CRN

↓

Change Students' enrollment status

↓

Review save records page

↓

Exit Self-Service

↓

Execute the Attendance Verification process

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Review changes made on the Attendance Verification webpage