



Using Attendance Verification

Georgia Enhanced Banner Student and Financial Aid Systems User Documentation

Version 8.13

Information Technology Services

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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

III. Verifying Students Marked as Not Attending

Review changes made on the Attendance Verification webpage ZHANOSH



IV. Executing the Attendance Verification Process

1. Execute the Attendance Verification process ZHRNOSH
2. Review the Student Course Registration form SFAREGS

Implementing Attendance Verification

I. Administering Web Tailor

1. Enter the Secure Area of Self-Service Banner

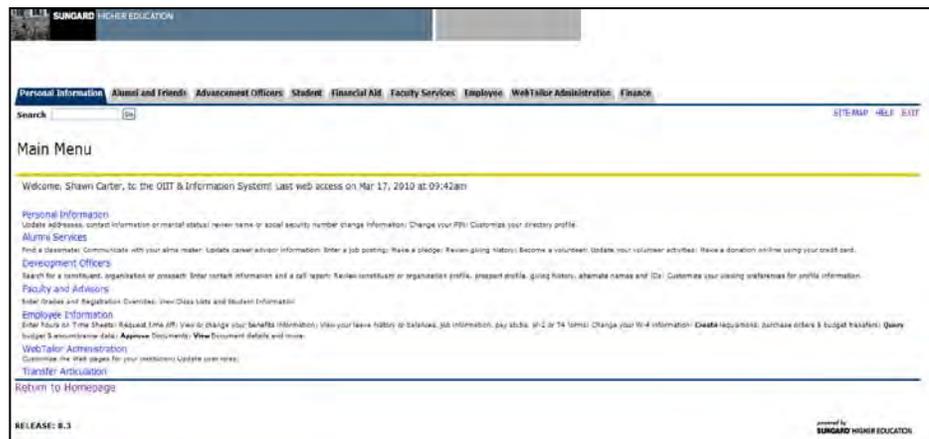
Select **ENTER SECURE AREA** from the Banner Self-Service menu.



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

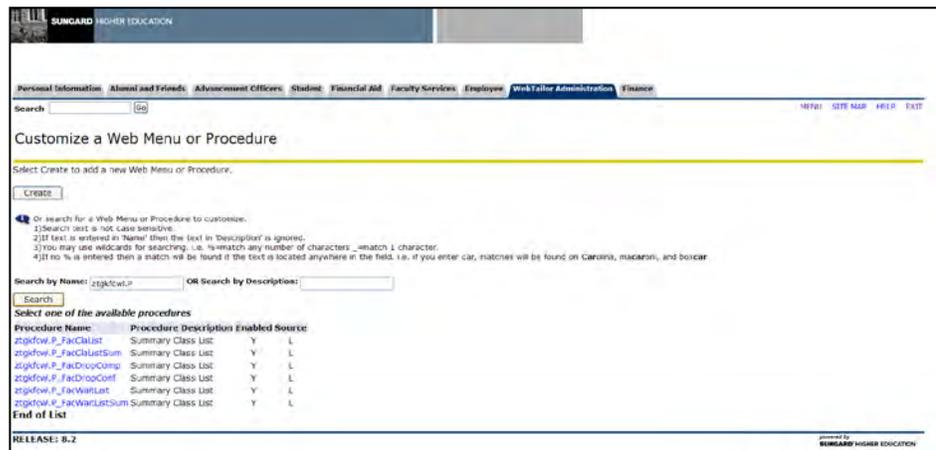
Select **WEB MENUS AND PROCEDURES** from the **WEB TAILOR MENU**.



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: *	<input type="text" value="ztgkfcwl.P_FacClaListSum"/>	bwlkfcwl.P_FacClaListSum
Description: *	<input type="text" value="Summary Class List"/>	Summary Class List
Module: *	<input type="text" value="Faculty and Advisors Self-Service"/>	Faculty and Advisors Self-Service
Comments:	<input type="text"/>	
Enabled Indicator:	<input checked="" type="checkbox"/>	Yes
Non Secured Access Allowed:	<input type="checkbox"/>	No
Web Page Caching Override:	<input type="text" value="Use System Setting"/>	Use System Setting
Page Title:	<input type="text" value="Summary Class List"/>	Summary Class List
Header Text:	<input type="text" value="Summary Class List"/>	Summary Class List
Header Graphic:	<input type="text" value="Select"/>	Preview Image
Page CSS URL:	<input type="text"/>	
Map Title:	<input type="text"/>	
Help Link URL:	<input type="text"/>	
Help CSS URL:	<input type="text"/>	
Back Link URL:	<input type="text" value="bmenu.P_FacMainMnu"/>	bmenu.P_FacMainMnu
Back Link Text:	<input type="text" value="Return to Menu"/>	Return to Menu
Back Link Image:	<input type="text" value="Select"/>	Preview Image
Back Link Menu Indicator:	<input checked="" type="checkbox"/>	Yes
Admin Secured:	<input type="checkbox"/>	No

Associated Roles

Baseline	Local	Role
No	<input type="checkbox"/>	All Web Users
No	<input type="checkbox"/>	Alumni
No	<input type="checkbox"/>	Employee
No	<input type="checkbox"/>	Executive
No	<input checked="" type="checkbox"/>	Faculty
No	<input type="checkbox"/>	Student
Yes	<input checked="" type="checkbox"/>	Web Tailor Administrator
No	<input type="checkbox"/>	Web for Executives Administrator

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

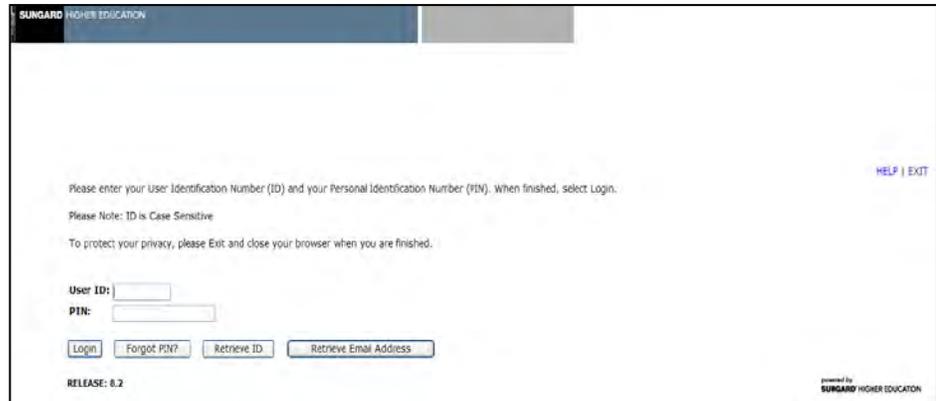
Introduction

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.

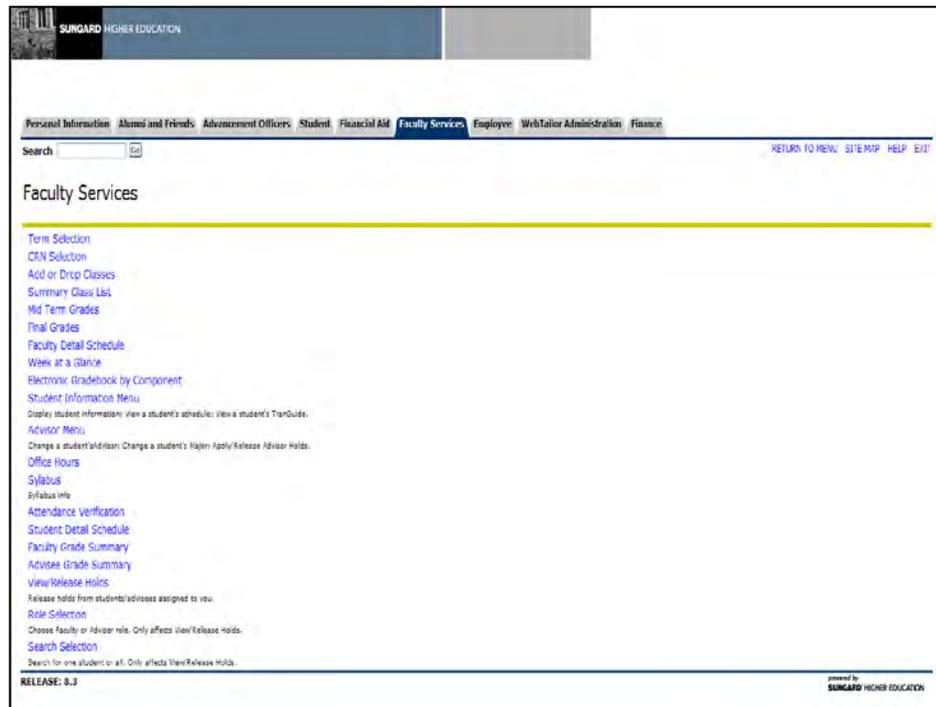
Enter the User ID and PIN for a test student and click the **LOGIN** button.



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.

The screenshot shows the SUNGARD Higher Education interface. At the top, there is a navigation menu with links: Personal Information, Alumni and Friends, Advancement Officers, Student, Financial Aid, Faculty Services (highlighted), Employee, and Finance. Below the menu is a search bar with a 'Go' button and links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main heading is 'Select Term'. On the right side, the user information is displayed: 000041694 Janet Jensen, Apr 07, 2010 05:07pm. Below the heading, there is a dropdown menu labeled 'Select a Term:' with 'Fall 2011' selected. A 'Submit' button is located below the dropdown. At the bottom left, it says 'RELEASE: 8.1' and at the bottom right, it says 'powered by SUNGARD HIGHER EDUCATION'.

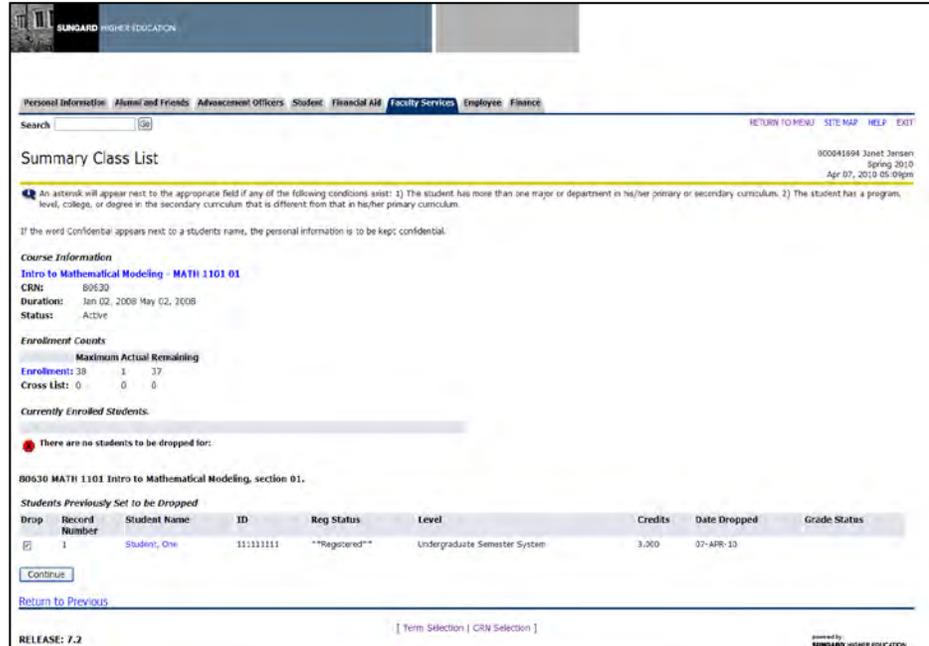
4. Select the instructor's CRN

Select the course CRN and submit the course selected.

The screenshot shows the SUNGARD Higher Education interface. At the top, there is a navigation menu with links: Personal Information, Alumni and Friends, Advancement Officers, Student, Financial Aid, Faculty Services (highlighted), Employee, and Finance. Below the menu is a search bar with a 'Go' button and links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main heading is 'Select a CRN'. On the right side, the user information is displayed: 000041694 Janet Jensen, Spring 2010, Apr 07, 2010 05:08pm. Below the heading, there is a dropdown menu labeled 'CRN:' with 'MATH 1101.01: Intro to Mathematical Modeling: 63020 11' selected. A 'Submit' button is located below the dropdown. At the bottom center, there is a link that says '[Enter CRN Directly]'. At the bottom left, it says 'RELEASE: 8.3' and at the bottom right, it says 'powered by SUNGARD HIGHER EDUCATION'.

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.

Personal Information Alumni and Friends Advancement Officers Student Financial Aid **Faculty Services** Employee Finance

Search Go RETURN TO MENU SITE MAP HELP EXIT

Summary Class List 000041604 Janet Jensen
Spring 2010
Apr 07, 2010 05:10pm

Students to be Added

Add	Record Number	Student Name	ID	Reg Status	Level	Credits	Date Registered	Grade Status
N	1	Student, One	1111111111	**Registered**	Undergraduate Semester System	3.000	07-Apr-10	

[Return to Previous](#)

RELEASE: 7.2 powered by SUNGARD HIGHER EDUCATION

Submit the changes

Personal Information Alumni and Friends Advancement Officers Student Financial Aid **Faculty Services** Employee Finance

Search Go RETURN TO MENU SITE MAP HELP EXIT

Summary Class List 000041604 Janet Jensen
Spring 2010
Apr 07, 2010 05:10pm

Students Added

Student Name	ID	Reg Status	Level
Student, One	1111111111	**Registered**	Undergraduate Semester System

RELEASE: 7.2 powered by SUNGARD HIGHER EDUCATION

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

The screenshot shows the 'Attendance Verification Form - ZHANOSH 8.0' interface. At the top, the 'Term' is set to '201002 Spring 2010' and the 'CRN' field is empty. The 'ID' field is also empty. Below the search criteria, a table displays search results. The first row is highlighted in blue.

Select	Term	ID	Part of Term	Campus	Level	CRN	Subject	Course	Section	Hours	Course Title	ID
<input checked="" type="checkbox"/>	201002	111111111	1	A	US	80630	MATH	1101	01	3.000	Intro to Mathematical Modeling	000041694
<input type="checkbox"/>	201002	@00010119	G01	GML	GS	84887	PROFX	6111	Y01	3.000	First/Prinpal Ind in Reg Classes	
<input type="checkbox"/>	201002	@00010120	G01	GML	GS	84889	EDEL	6114	Y01	3.000	Educ Sch Busn Mgmt and Finance	

By term and CRN

The screenshot shows the 'Attendance Verification Form - ZHANOSH 8.0' interface. At the top, the 'Term' is set to '201002 Spring 2010' and the 'CRN' field is filled with '80630 MATH 1101 01'. The 'ID' field is empty. Below the search criteria, a table displays search results. The first row is highlighted in blue.

Select	Term	ID	Part of Term	Campus	Level	CRN	Subject	Course	Section	Hours	Course Title	ID
<input checked="" type="checkbox"/>	201002	111111111	1	A	US	80630	MATH	1101	01	3.000	Intro to Mathematical Modeling	000041694
<input type="checkbox"/>												
<input type="checkbox"/>												

By term and student id

The screenshot shows the 'Attendance Verification Form - ZHRNOSH 8.0' interface. At the top, there are search fields for 'Term' (set to 201002 Spring 2010), 'CRN' (empty), 'ID' (set to 111111111), and a dropdown for 'One Student'. Below this is a table with the following columns: Select Term, ID, Part of Term, Campus, Level, CRN, Subject, Course, Section, Hours, Course Title, and ID. The first row of data is highlighted in green and contains the following values: 201002, 111111111, 1, A, US, 80630, MATH, 1101, 01, 3.000, Intro to Mathematical Modeling, and 000041694.

Select Term	ID	Part of 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

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).

The screenshot shows the 'Process Submission Controls' window for 'ZHRNOSH' under 'Attendance Verification'. It features a 'Printer Control' section with a printer dropdown set to 'DATABASE', 'Special Print', 'Lines' (55), and 'Submit Time'. The 'Parameter Values' section is a table with columns for 'Number', 'Parameters', and 'Values'. The 'Submission' section includes a 'Save Parameter Set as' checkbox, 'Name' and 'Description' fields, and 'Hold' and 'Submit' radio buttons. A status bar at the bottom indicates 'Record: 1/1'.

Number	Parameters	Values
01	Process Term	201008
02	Part-of-Term Code	%
03	Enter Drop/Withdrawal Code	DD
04	Run Mode	U

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/banjjob/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  
000010119 Apple, Ruby Red 201008 1 53328 ***waiting to be Processed***  
000000000 Rivers, Charleston 201008 2 53328 ***Students already dropped/Withdrawn-Registration not updated***  
Total Class Enrollment for 53328 : 2  
  
08-Nov-10 at 04:11:09 T10852 Database Attendance Verification Page: 2  
*** 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 Attendance Verification Page: 1  
ZHRNOSH  
ID NAME TERM PTRM CRN MESSAGES  
000010119 Apple, Ruby Red 201008 1 53328 ***Processed Successfully***  
000000000 Rivers, Charleston 201008 2 53328 ***Students already dropped/Withdrawn-Registration not updated***  
Total Class Enrollment for 53328 : 1  
  
08-Nov-10 at 04:13:37 T10852 Database Attendance Verification Page: 2  
*** 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.

Student Course Registration SFAREGS 8.3.0.3

Term: 201008 ID: @00010119 Apple, Ruby R. Date: 12-NOV-2010

Enrollment Information

Status: EL Eligible to Register Process Block: Minimum: .000 Maximum: 999999.999

Reason: Status Date: 17-MAY-2010

Course Information

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status Hours	Status	Level	Appr Recd	Override	Part of Term	Method of Instruction	Campus	Study Path
53161	EDEC	6211	01	N	3.000	3.000	3.000	3.000	RE	GS			2		A	
62753	EDEL	6112	W1	N	3.000	3.000	3.000	3.000	RE	GS			2		Z	
3326	INGR	1234	202	N	.000	.000	.000	.000	DD	GS			1	F	A	
50207	SPAN	1001	01	N	3.000	3.000	3.000	3.000	RE	DS			2		A	

Error Flag: Do not count in enrollment Status Type: Dropped

Fees: Y - Immediate assessment Date: 02-NOV-2010 Credit Hours: 9.000 Bill Hours: 9.000 CEU Hours: .000

CRN; Press LIST for sections, HELP for specific section info, DUPITEM for CAPP area pre-req errors.
Record: 3/4

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

