How to do "No Show" reporting in Banner

Log in to Banner Self-Service

Click on the Faculty button to bring up the Faculty main menu

Click on Mid-Term Grades (the exact location on the menu may vary)

When prompted, select the Term, then the CRN.

You should then see a scrollable listing of students, similar to the following (see next page):
For any "no-show" students, enter a zero under **Attend Hours**. Do not bother with any other fields (Grade, Last Attended Date).

If you do NOT have ANY "no-show" students, then enter the dummy value **999** as the **Attend Hours** for any single student in the list (typically, the first one listed) to indicate that no one is a no-show.

Don't forget to save the change(s) by scrolling to the bottom of the page and clicking the Submit button.
If you need to make a correction later on, simply return to the mid-term grades page, then add or remove **Attend Hours** as needed.

For example, if you initially entered **999** to indicate you did not have any no-shows, then found you did have one (or more) to report, remove the **999** in the **Attend Hours** field from whichever line you entered it on, and enter a zero in **Attend Hours** for each student who is a no-show.

Or, if you initially reported someone as a no-show and need to remove that, then return to the page and remove the zero(es) of the student(s) who are really not no-shows. If you now have no one who is a no-show, then enter the value **999** for **Attend Hours** onto any single line, to indicate that there are not any no-shows to report for this class.

**A class that has neither at least one zero nor the value 999 in Attend Hours on the mid-term grades page will be considered "unconfirmed", and will result in reminder messages.**

In addition to returning to the mid-term grades page to take a look, you can more quickly confirm which class(es) you have completed no-show reporting on by selecting "**Class attendance confirmation (No-Show) Display**" on the Faculty main menu. This will display, newest to oldest, the last 20 confirmations you have completed. It will look something like this (in the following example, the 3rd class listed had no "no-shows" to report; the other three classes had at least one "no show" each):