

# How to do "No Show" reporting in Banner

June 20, 2017

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)

The screenshot shows a web browser window displaying the Banner Self-Service Faculty menu. The page title is "Welcome, *your name*, to Banner Self-Service at The University of Tennessee at Martin". The breadcrumb trail is "Home > Faculty". There are two main menu buttons: "Faculty" (highlighted) and "Personal". Below the menu, there is a section for "External Links (will open in a new browser window or tab):" with a link for "Student Ad Hoc Alert (Online Form)". The main content area is a grid of links:

Advisor Menu	Student Menu	Banner 9 Grade Entry (Mid-Term and Final)	Banner 9 Help
CRN Selection	Department Scholarship Selection and Awarding	Detail Class List	Class attendance confirmation (No-Show) display
Faculty Detail Schedule	Faculty Schedule by Day and Time	Final Grades	How to complete an online class evaluation
Look Up UTM Photos	Mid Term Grades	Class Evaluation Results	Class Evaluation Results (Dean/Chair)
Grade Change	Summary Class List	Term Selection	UTM Enterprise Reporting
UTM Web Reports	Admissions ACT Superscoring		

When prompted, select the Term, then the CRN.

You should then see a scrollable listing of students, similar to the following (see next page):

File Edit View History Bookmarks Tools Help

Faculty Mid-Term Grade Works... x +

https://banner3.utm.edu/pprd/bwlkfmgd.P\_FacMidGrd

UT MARTIN Sign Out Help

Browse

Faculty | Personal | Find a page...

## Faculty Mid-Term Grade Worksheet

Home > Faculty > Mid Term Grades

Fall 2017  
Jun 20, 2017 03:03 pm

Click Help for assistance. Click on a student's name to view the student's addresses and phones.

**Course Information**

Intro Computer Appl - CSCI 201 001  
CRN: 41837  
Students Registered: 17

**Please submit the grades often. There is a 60 minute time limit starting at 03:03 pm on Jun 20, 2017 for this page.**

**Mid Term Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	<a href="#">Alanazi, Fadhel</a>	000556600	3.000	**Registered** Mar 30, 2017	None			13
2	<a href="#">Alkathiri, Meshal</a>	000556872	3.000	**Registered** Apr 11, 2017	None			21
3	<a href="#">Beeler, Colton T.</a>	960472119	3.000	**Registered** Mar 27, 2017	None			1
4	<a href="#">Collins, Keaton T.</a>	960506873	3.000	**Registered** Mar 29, 2017	None			11
5	<a href="#">Daniel, James D.</a>	960647625	3.000	**Registered** Mar 27, 2017	None			2
6	<a href="#">Daugherty, Colten A.</a>	960488281	3.000	**Registered** Mar 28, 2017	None			3
7	<a href="#">Dean, Brittany L.</a>	960512326	3.000	**Registered** Mar 28, 2017	None			9
8	<a href="#">Duncan, Jodie A.</a>	960478606	3.000	**Registered** Mar 28, 2017	None			4
9	<a href="#">Hillah-Avite .Joshua A</a>	960512850	3.000	**Registered** Apr 03, 2017	None			16

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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.

14	<a href="#">Shuwaikhat, Hassan</a>	000556284	3.000	**Registered** Mar 29,
15	<a href="#">Smith, Cameron</a>	960510147	3.000	**Registered** Apr 03,
16	<a href="#">Taylor, Sara H.</a>	960486680	3.000	**Registered** Mar 28,
17	<a href="#">Wyatt, Luke O.</a>	960508356	3.000	**Registered** Mar 29,

Submit Reset

**Please submit grades often. There is a 60 minute time limit on this page.**

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):



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### Display last 20 class attendance confirmations

Home > Faculty > Class attendance confirmation (No-Show) display

Term	CRN	Subject	Course	Section	Date/Time	Confirmation
Fall 2012	41553	CSCI	201	006	Dec 08, 2012 09:47 AM	Attendance confirmed on 12/08/12 with 0
Spring 2012	20967	CSCI	201	006	Apr 28, 2012 10:04 AM	Attendance confirmed on 04/28/12 with 0
Fall 2011	40127	CSCI	410	001	Sep 08, 2011 12:42 PM	Attendance confirmed on 09/08/11 with 999.
Fall 2011	40118	CSCI	201	006	Sep 08, 2011 12:41 PM	Attendance confirmed on 09/08/11 with 0