CyberBear Attendance Tracking Tutorial for Faculty

Starting in Spring Semester of 2023, the University will begin collecting attendance data for all class sections through the first 15 instructional days of the semester in order to maintain compliance with federal aid regulations.

Instructors are required to enter attendance data using the "Attendance Tracking" link in CyberBear self-service for <u>the first 15 instructional days of the semester</u>. For Spring 2023, the 15th instructional day is **February 6th, 2023**. Faculty can enter attendance data in CyberBear self-service under "Attendance Tracking" using a laptop or mobile device in the classroom.

Present/Absent — Attendance is entered on a Yes/No basis. It is assumed that the student has been present (or absent) for all of the expected time, unless the faculty member enters information that indicates otherwise.

Students will automatically be added or removed to Attendance Tracking if they add or drop a class or switch sections. Even after a student is dropped from a class, their records in Attendance Tracking will be retained in the attendance history for the student. Students are able to view their attendance records in CyberBear.

> *Note: Your course will only give you the Attendance Tracking option between the 1st instructional day and the 15th instructional day of the semester. Attendance is no longer required after the 15th instructional day.* ***If you wish to continue tracking attendance <u>after the 15th instructional day</u>, please utilize an alternative method of attendance tracking.***

See next page for step-by-step instructions…

Step-by-Step Instructions

Step One: Navigate to **"Faculty Self Service"** in CyberBear.

Step Two: Select **"Faculty Attendance Tracking"** from the Faculty Services list – 3rd option down.

Step Three: Click **"Take Roll"** next to the course for which you are entering attendance.

Step Four: Select the date of the class.
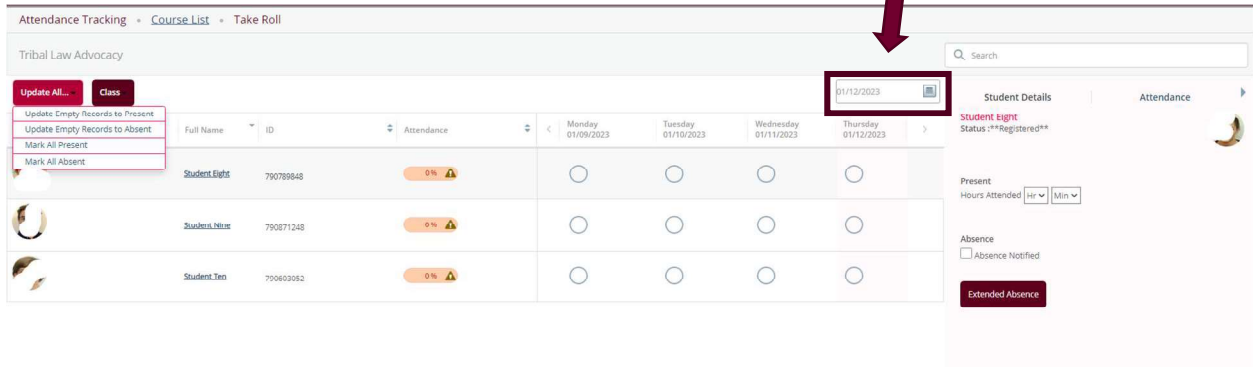
Step Five: Mark each student as present or absent individually by filling in the circle next to each student's name under the appropriate date.

Click the circle once to mark the student present. A green check mark will appear.

Click the circle twice to mark the student absent. A red circle with a white line will replace the green check mark.

> Shortcut for larger class sections:
>
> Click the **"Update all"** button on the top left of the roster and **"Mark All Present."** This will change all students' attendance for that date to present.
>
> Then, mark individual students as absent by clicking their green check mark once to change it to a red circle.

Step Five: Mark students as present/absent (One click = Present; Two clicks = Absent)

*Shortcut: Click on the **Update All** and select **Mark All Present***
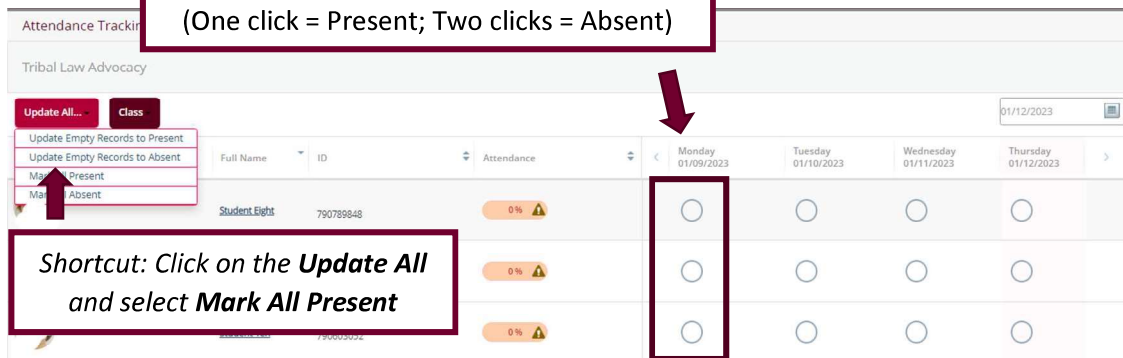
Step Six: To save your entries, click the "**Class**" button then click the second option, "**Update CRN Last Date of Attendance**." This will save it to Banner, and a confirmation message will pop up in the top right-hand corner of the screen.

Step Six: Click the **"Class"** dropdown,
then click option two **"Update CRN Last Date of Attendance"**