

# 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 the first 15 instructional days of the semester.** For Spring 2023, the 15<sup>th</sup> instructional day is **February 6<sup>th</sup>, 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 15<sup>th</sup> instructional day. **If you wish to continue tracking attendance after the 15th instructional day, 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.

**CYBERBEAR**  
FOR THE UNIVERSITY OF MONTANA CAMPUSES

Personal Information Student Services Financial Aid Faculty and Advisers Employee Finance U-Drive

Search [ ] Go

**Faculty & Advisors**

- Faculty Self Service  
All Faculty Self Services Links(15) ← **Step One: Click “Faculty Self Service”**
- Advisor Menu
- Electronic Grade Change Form  
The Electronic Grade Change Form is exactly like a paper/hard-copy change form. For more information go to <http://www.umt.edu/registrar/FacultyStaff/finalgradeinfo.php>
- DegreeWorks  
[https://webstart-nev.umt.edu:8442/DW\\_Student\\_P\\_SignOnFaculty](https://webstart-nev.umt.edu:8442/DW_Student_P_SignOnFaculty)
- Navigate

Step Two: Select “Faculty Attendance Tracking” from the Faculty Services list – 3<sup>rd</sup> option down.

## Faculty Services

Hello [ ]

This is the LOCAL entry page for Banner Faculty Self Service defined on GUAINFO (which also defines the links). From here, you can navigate to the following pages using the Banner menu on the header(Alt+M)depending on your role at the institution:

- Faculty Grade Entry
- Faculty Class List and Waitlist
- Faculty Attendance Tracking** ← **Step Two: Click “Faculty Attendance Tracking”**
- Student Academic Review
- Faculty Office Hours
- Faculty Detail Schedule
- Faculty Week At A Glance
- Faculty Registration Overrides
- Faculty Syllabus
- Registration History
- Search Student
- Student Week At a Glance
- Class Search
- Electronic Grade Change Form
- Degree Works
- Navigate

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

Attendance Tracking - Course List - Take Roll

MY COURSES [ ]

Term	CRN	Subject	Course	Section	Title	Schedule	Time	Session	Meeting Type	
202330	31021	Special	-	00	Nursing-Do Not Allow Registrar	S M T W T F S	08:00	02	Class	<a href="#">View Students</a>
202330	31077	Media Arts (MART)	325	01	Intro to Animation	S M T W T F S	11:00	01	Class	<a href="#">View Students</a>
202330	30909	Art (ARTZ)	105A	02	Visual Language - Drawing	S M T W T F S	12:00	01	Class	<a href="#">View Students</a>
202330	31548	Journalism (JRNJ)	330	03	News Editing	S M T W T F S	09:30	01	Class	<a href="#">View Students</a>
202330	31021	Special	-	00	Nursing-Do Not Allow Registrar	S M T W T F S	08:00	01	Class	<a href="#">View Students</a>
202330	30045	History: American (HSTA)	102H	08	American History II	S M T W T F S	13:00	01	Class	<a href="#">View Students</a>
202330	31021	Special	-	00	Nursing-Do Not Allow Registrar	S M T W T F S	10:00	03	Class	<a href="#">View Students</a>
202330	34730	Art (ARTZ)	108A	01	Visual Language - 3-D Models	S M T W T F S	09:00	01	Class	<a href="#">View Students</a>
202330	32502	Journalism (JRNJ)	257A	01	Beginning Video and Photo	S M T W T F S	11:00	01	Class	<a href="#">View Students</a>
202335	37049	Law (LAW)	545	01	Tribal Law Advocacy	S M T W T F S	09:00	01	Class	<a href="#">Take Roll</a> ← <b>Step Three: Click “Take Roll”</b>

**Course** | **Getting Started**

Welcome to Banner 9.x Student Faculty Attendance Tracking Self-Service

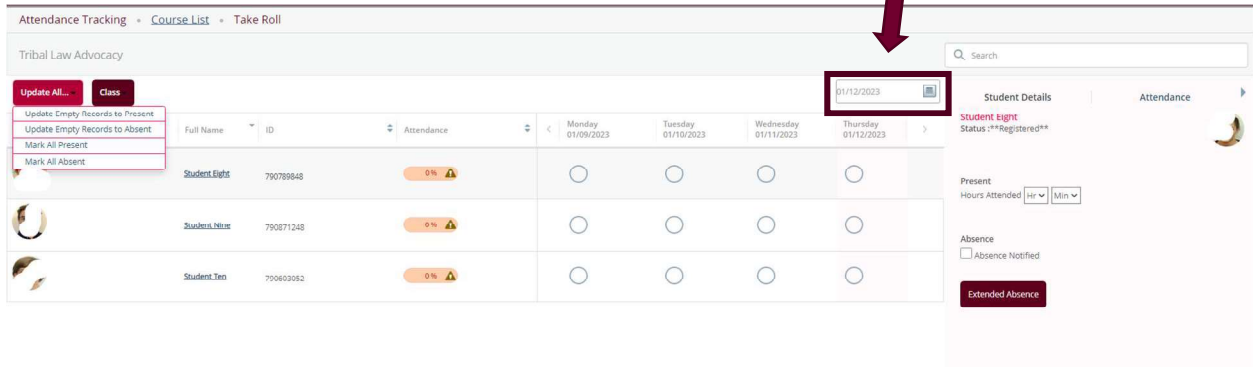
Use this page to enter attendance information for the students in your courses.

- Only your courses which are open for attendance tracking are displayed.
- View your course and student details.
- Sort your Course List or Roster by clicking on column headers.

If you have questions, please Email the Registrar [Yourregistrar@mountainstate.edu](mailto:Yourregistrar@mountainstate.edu)

**Step Four:** Select the date of the class.

**Step Four:** Select the appropriate date



**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.

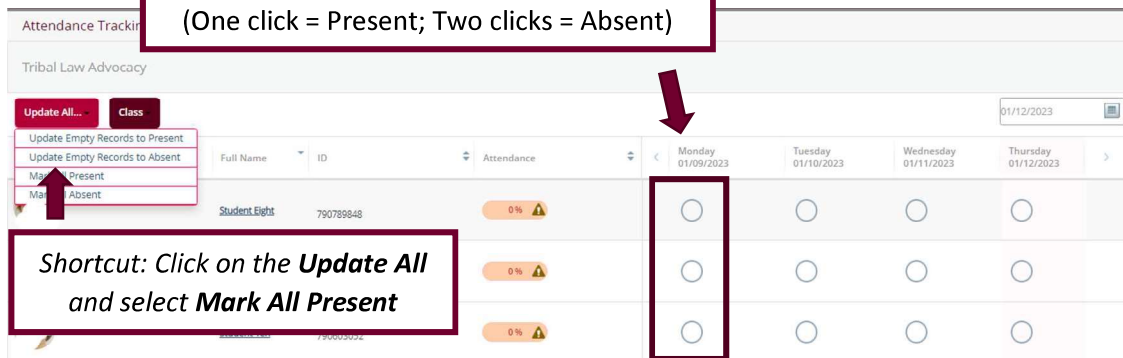
Click the circle twice to mark the student absent. A red circle with a white line will replace the green check mark.

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)



**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”

The screenshot shows an attendance tracking interface for 'Tribal Law Adv...'. At the top, there are navigation links for 'Attendance Tracking', 'Course List', and 'Take Roll'. A search bar is located in the top right. Below the navigation, there are buttons for 'Update All...' and 'Class'. A red arrow points to the 'Class' button, which has a dropdown menu open. The dropdown menu contains four options: 'Cancel this Class Meeting', 'Update CRN Last Date of Attendance', 'Update CRN Total Hours', and 'Update Attendance in Gradebook'. The 'Update CRN Last Date of Attendance' option is highlighted. Below the dropdown is a table with columns for 'Photo', 'Full Name', 'ID', 'Attendance', and days of the week (Monday, Tuesday, Wednesday, Thursday). The table lists three students: 'Student Eight' (ID 790789848, 100% attendance), 'Student Nine' (ID 790871248, 100% attendance), and 'Student Ten' (ID 790603052, 0% attendance). To the right of the table is a 'Student Details' panel for 'Student Eight', showing status as 'Registered\*\*', 'Present Hours Attended' as 03:00, and an 'Absence' section with 'Absence Notified' checked. A 'Note' field is also present, with an 'Extended Absence' button below it.

Photo	Full Name	ID	Attendance	Monday 01/09/2023	Tuesday 01/10/2023	Wednesday 01/11/2023	Thursday 01/12/2023
	Student Eight	790789848	100%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
	Student Nine	790871248	100%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
	Student Ten	790603052	0%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>