



BANNER FACULTY & ADVISOR SELF-SERVICE

ATTENDANCE TRACKING

Please direct questions about the information in this packet to:

Darlene Baker x 5614 bakerd@lanecc.edu or
Todd Matson x 5612 matsont@lanecc.edu

FERPA

The Lane Community College
Top Ten

“Most Important Things to Remember About FERPA”

List

10. The purpose of the Family Educational Rights and Privacy Act of 1974 (FERPA) is to afford certain rights to students concerning their educational records. The primary rights afforded are the right to inspect and review educational records, the right to seek to have the records amended, and the right to have some control over disclosure of information from the records.

9. **If asked where one can read Lane’s policies on FERPA, the release of directory information, or how to restrict one’s directory information, direct them to the following references: Lane’s COPPS website, specifically listing our FERPA policies: <http://www.lanecc.edu/copps/documents/release-student-records> and in the Policies and Student Code section in the Aspire Magazine, and in the Procedures section of the college catalog.**

8. **Because a student’s “L” identification number listed in alphabetical order by the student’s last name can easily be traced to a student’s identity by referencing the alpha name list, grades may not be posted by the “L” student identification number. Grades may be posted using the last four digits of the “L” student identification number, as long as the list is NOT in alphabetical order.**

7. **“School Officials” at Lane are defined as those members of the institution who act in the student’s educational interest within the limitations of their “need to know.” This may include faculty, administrators, classified employees, student employees and/or part-time employees who manage student education record information. It also includes contracted outside entities performing functions otherwise completed by the college.**

6. Lane Community College has designated the following items as directory information. (This is information that can be given out to any requester, provided that a confidentiality restriction **has not been placed on the individual’s record.**)
 - o Student name(s)
 - o Degree program and major
 - o Participation in officially recognized activities/sports
 - o Weight and height of athletic team members
 - o Dates of attendance (not daily, but whether they are enrolled full or part time currently or dates that student attended)
 - o Degrees and awards received
 - o Most recent previous school attended and photograph
 - o Enrollment status (full-time/half-time only)
 - o Date of graduation
 - o E-mail address

5. If a student has accessed myLane to update their Student Information Release information which allows them to add or remove the release of directory information and/or to provide a special student password that populates Native Banner, to restricted, it will be flagged on every student module form in Native Banner with the word ***Confidential***. Absolutely NO information can be released except to individuals presenting the current password or unless the student appears in person with a present photo ID. If the person is calling and there is a restriction **on their record you must say: "THERE IS NO INFORMATION AVAILABLE ON THAT PERSON."**

4. SPECIAL "DON'TS" FOR FACULTY AND STAFF

To avoid violations of FERPA rules, DO NOT:

- Use any or part **of the Social Security Number to verify a student's identity to release** directory information or confirm the identity of a student
- Require students to disclose personal information such as phone number and e-mail address to another student.
- Never ask a student for their myLane Passphrase or accept it if offered under any circumstance.
- **At any time use a student's "L" student identification number in a public posting of grades, including an electronic environment or link the name with the "L" number.**
- Post grades in a web environment which does not require a secure password which **might allow a student access to another student's** educational records (grades).
- Leave graded tests in a stack for students to pick up by sorting through the papers of all students.
- Take photographs or take video without permission from students in the class.
- Discuss the progress of any student with anyone other than the student (including parents) without the consent of the student.
- Provide anyone with lists of students enrolled in your classes for any commercial purpose.
- Provide anyone with student schedules or assist anyone other than college employees in finding a student on campus. This includes non-Lane Community College police enforcement, attorneys, or non-Lane employees, unless directed by college staff that there is a Health or Safety Emergency.
- Talk to any investigators, reporters or individuals inquiring about the student without specific written permission from the student.

3. As an employee of Lane Community College you have a responsibility to protect all educational records in your possession. Do not allow any students or other non-school officials to view, read, or record FERPA protected information while in your workspace.

2. Employees at Lane Community College who are parents, spouses, partners, friends or relatives of any kind, of a Lane Community College student, do not have access to information on these students beyond directory information. **All transactions by employees on their own records or on their own college accounts (examples: payments, registration, etc.) must be conducted in MyLane; and they may not access, modify, or delete the administrative or student records of their family or household members.**

If you are feeling pressure to comply with a request for information beyond that which can be given out, refer the requester to Dawn Whiting, Registrar.

And the number one Most Important Thing to Remember About FERPA is:

1. **When in doubt, don't give it out!** Contact Dawn Whiting, Registrar, Enrollment Services, 541-463-5686, or e-mail whitingd@lanecc.edu to review the specifics of your individual question or scenario.

FERPA Top Ten List
Lane Community College, (541) 463-5686, updated 10/25/17

Overview

This procedure explains how to enter attendance information for a CRN using the **Faculty Attendance Tracking Page** and the **Mark Attendance Page**.

Attendance Tracking is used to track attendance and absence statistics for students by CRN. Faculty members can enter attendance data on a laptop or mobile device in the classroom. Supported Web Browsers for Windows 7/8/10 include; Internet Explorer, Chrome, and Firefox. For Mac OS, use Safari, Chrome, or Firefox.

Tracking is done at the meeting level for sections. A student's attendance can be marked as present or absent; meeting cancellations and notified absences can also be recorded. Optionally, the student's total attended hours or last date of attendance or both can be recorded for all meetings within the CRN.

When students are added to CRNs, student records are added dynamically for each class meeting as the faculty member records attendance. Furthermore, when a student is dropped/removed from a CRN, those attendance tracking records remain in the attendance history for the student.

The following options are available on the **Mark Attendance** page in Faculty and Advisor Self-Service:

- **Hours Absent** — Faculty members enter the hours and minutes a student has been absent from the meeting. The hours present are calculated, based on the expected hours.
- **Hours Present** — Faculty members enter the hours and minutes a student has been present in the meeting. The hours absent are calculated, based on the expected hours.
- **Present/Absent** — Attendance is entered on a Yes/No basis. It is assumed that the student has been present for all of the expected time, unless the faculty member enters information that indicates otherwise.

The **Absence Notified** indicator allows the faculty member to mark a student as absent and to enter comments for the absence. This type of absence can be specified for a single meeting day or a range of dates. This creates the absence information for the student for the specific day or the date range, updating the **Absence Notified** indicator and inserting any notes into the **Notes** field for each section meeting.

It is important to remember the following when using attendance tracking: No section or meeting information can be changed. Only attendance information can be entered or updated.

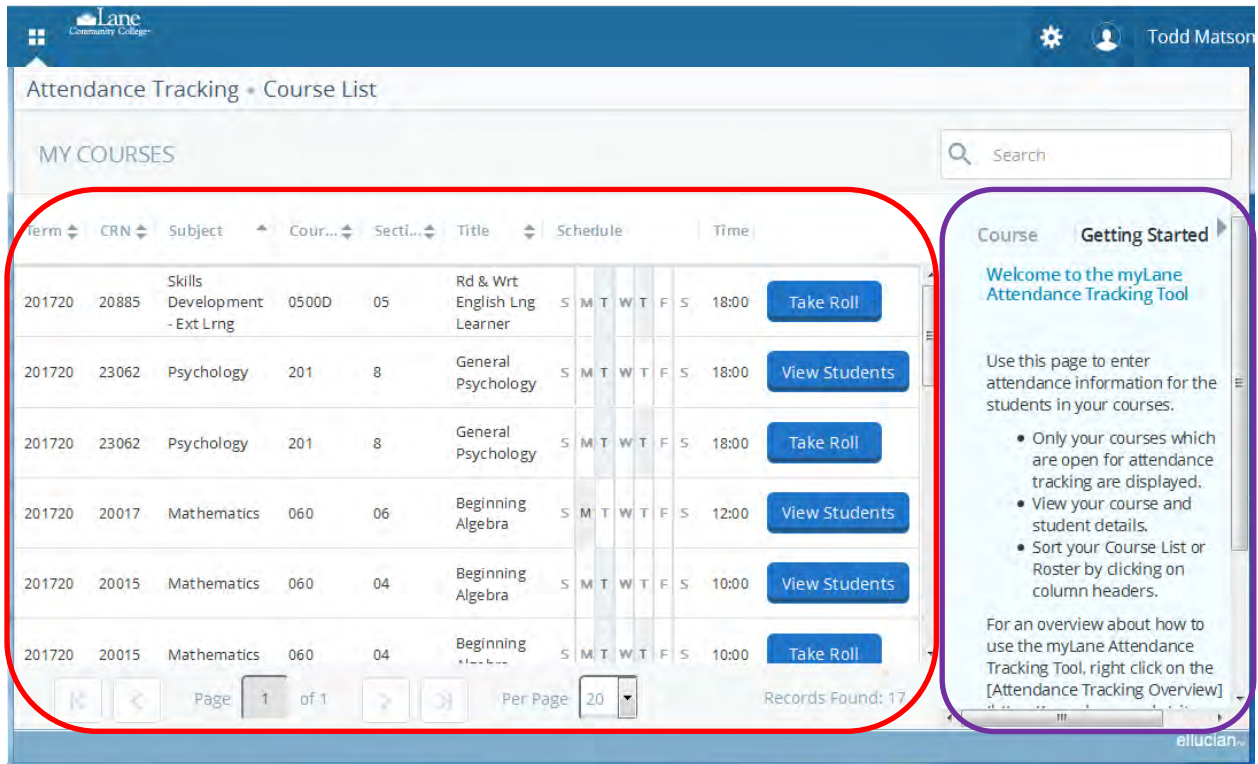
View Roster

Instructors can view the roster of a class before the first meeting day. In this case, the **Take Roll** button (used for update mode) will be relabeled **View Students** (used for view mode). The roster that is displayed shows the student information but does not allow any updates.

Logging On

- Log onto myLane, then access the **Faculty/Advisor** menu.
- Under the Faculty Links, click on the **Attendance Tracking** link.

When the Faculty Attendance Tracking page opens, a list of your available CRNs and sessions is displayed.



The screen is divided into two sections: the **Select a Course** and the **Side Detail** section. The Side Detail section contains the **Getting Started** and **Course** tabs.

Select a Course Section

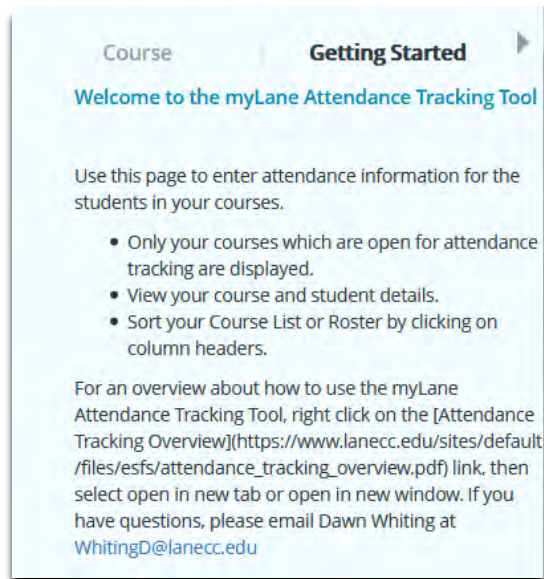
Records on the **Faculty Attendance Tracking** page are listed in numerical order by CRN and chronological order by term. There is a separate row for each student for each CRN/course section.

You can Sort your Course List or Roster by clicking on any of the following column headers; Term, CRN, Subject, Course, Section, or Title.

Side Detail Section

The Getting Started tab

The Getting Started tab displays general information such as how to use Attendance Tracking and who to contact if you have questions.



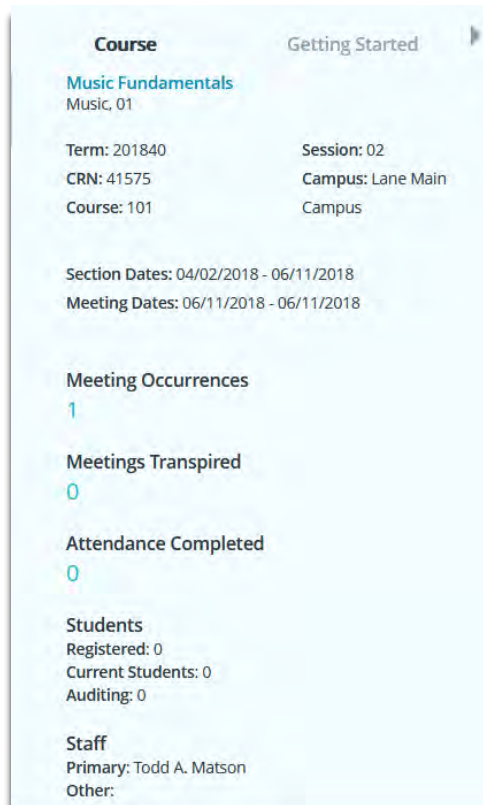
The Course tab

Select a CRN, and then select the Course tab to view course detail information.

The Course tab provides detail information about:

- Term
- Subject code, course, Section, CRN
- Campus, Section Dates
- # of meeting times
- # of classes already transpired
- # of students registered and how many are auditing
- Instructor's name.

This information is updated as attendance information is entered and saved.



Using the Search Box to Locate a Meeting

When you are on the Select a Course screen you can use the search box to locate a meeting. You can enter:

- a partial or complete term code
- a partial or complete CRN
- a partial or complete subject
- a partial or complete course title

The display can be sorted on these columns: Term, CRN, Subject, Course, Section, and Title.

Selecting a Course

From the **Select a Course** section, click on the **Take Roll** button for the course for which you want to enter attendance.

The screenshot shows the Lane Community College Attendance Tracking interface. At the top, there is a blue header with the Lane Community College logo. Below the header, the text "Attendance Tracking • Course List" is displayed. A light gray box labeled "MY COURSES" is positioned above a table. The table has columns for Term, CRN, Subject, Course, Section, Title, Schedule, and Time. The rows list various courses, including "Beginning Algebra" and "Intro to Criminal Justice 1". Each row includes a "Take Roll" or "View Students" button. The "Schedule" column shows days of the week, with some days highlighted in light blue. At the bottom of the table, there is a pagination control showing "Page 1 of 1", "Per Page 20", and "Records Found: 17".

Term	CRN	Subject	Course	Section	Title	Schedule	Time	
201720	20015	Mathematics	060	04	Beginning Algebra	S M T W T F S	10:00	Take Roll
201720	20015	Mathematics	060	04	Beginning Algebra	S M T W T F S	10:00	View Students
201720	20017	Mathematics	060	06	Beginning Algebra	S M T W T F S	12:00	Take Roll
201720	20017	Mathematics	060	06	Beginning Algebra	S M T W T F S	12:00	View Students
201720	20017	Mathematics	060	06	Beginning Algebra	S M T W T F S	12:00	Take Roll
201720	20110	Criminal Justice	100	1	Intro to Criminal Justice 1	S M T W T F S	10:00	Take Roll

Courses listed that do not have any of the days of the week highlighted indicates that this course session does not have standard meeting times. refer to the section [Courses with Non-Standard Meeting Time](#) on page 16 for more details on how to handle this type of meeting.

MY COURSES								
Term	CRN	Subject	Course	Section	Title	Schedule	Time	
202220	20526	Art	276	01	Sculpture: Introduction	S M T W T F S	12:00	Take Roll
202220	22087	Esl Literacy - Ext Lrng	05161	EL1	ESL Grammar Literacy 101	S M T W T F S	18:15	Take Roll
202220	22271	Skills Development Bridge	0517L	01	GED Bridge to College	S M T W T F S	none	Take Roll

This will take you to the **Mark Attendance** page.

The screenshot shows the 'Mark Attendance' interface. At the top, there's a navigation bar with 'Attendance Tracking', 'Course List', and 'Take Roll'. Below that, the course 'Beginning Algebra' is selected. The main area contains a table with columns for dates (e.g., 11/17/2016, 11/22/2016) and rows for individual students. Each cell in the table contains a percentage (0%) and a warning icon. A red box highlights the entire roster area. A purple box highlights the 'Student Details' sidebar on the right, which shows 'Status: Web Registered', 'Present Hours Attended', and 'Absence' options. Two callout boxes provide instructions: one pointing to a date column header saying 'To update an entire roster click on the date at the top of the column.', and another pointing to a student's row saying 'To update an individual student click on the day in the student's row.'

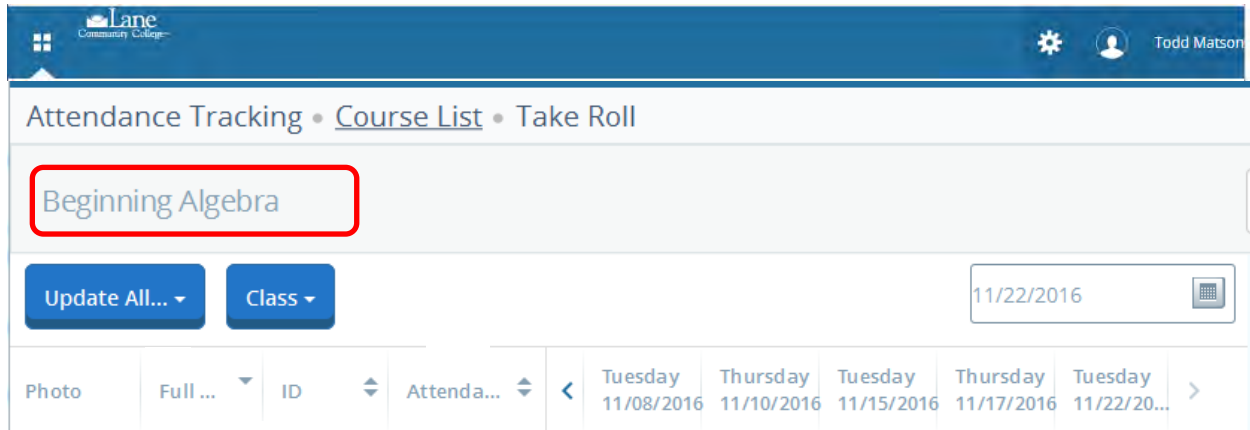
The **Mark Attendance** page is divided into two sections: **Attendance** and **Side Detail**. The Side Detail section in this context contains the **Student Details** and **Attendance** tabs.

Attendance Section

The Attendance section is used to view or enter attendance tracking information for a student. Records are displayed first for active, enrolled students, then for withdrawn students. Each student is listed on a separate row. Meeting dates are displayed in columns

The display can be sorted on these columns; Name, ID, or Attendance Percentage.

The class list will be displayed with the course information listed at the top and the most recent date on the right. You can update class rosters for past dates by clicking on the date at the top of the column to highlight that column then perform your update. You will not be able to see future meeting times.



The screenshot shows the Lane Community College Attendance Tracking interface. At the top, there is a blue header with the Lane Community College logo and the name 'Todd Matson'. Below the header, the breadcrumb navigation shows 'Attendance Tracking > Course List > Take Roll'. A search box contains the text 'Beginning Algebra'. Below the search box are two buttons: 'Update All...' and 'Class'. To the right of these buttons is a date selector showing '11/22/2016'. Below the buttons and date selector is a table with columns for 'Photo', 'Full ...', 'ID', 'Attenda...', and dates: 'Tuesday 11/08/2016', 'Thursday 11/10/2016', 'Tuesday 11/15/2016', 'Thursday 11/17/2016', and 'Tuesday 11/22/2016'.

If you have chosen the wrong course or you have finished with updating attendance for the course you can go back to the list of your courses by clicking on [Course List](#).



The screenshot shows the Lane Community College Attendance Tracking interface. At the top, there is a blue header with the Lane Community College logo and the name 'Todd Matson'. Below the header, the breadcrumb navigation shows 'Attendance Tracking > Course List > Take Roll'. The 'Course List' link is highlighted with a red box.

Scroll through the class dates to view attendance and absence information for section meetings.

You can use the search box to locate a student. You can enter:

- a partial or complete ID
- a partial or complete name

The display can be sorted on these columns: Name, ID, and Attendance Percentage

Tracking Attendance

Note that when a student is marked as present, it will display a green checkmark. An absence will display a red minus sign.

Photo	Full Name	ID	Attendance	Tuesday 09/26/2017	Thursday 09/28/2017	Tuesday 10/03/2017
		L	100 %	✓	✓	✓
		U	34 % ⚠	−	✓	−

Updating the Entire Class Roster

Perform actions that affect the entire class roster.

- Use the **Class** pulldown field to cancel the specific class meeting, update the last date of attendance, or update the total hours. Check with your department manager for specific guidelines about when to cancel a class meeting.
- Use the **Update Empty Records to Present** pulldown field to designate all students in the CRN as present or absent or to update empty records to present or absent.
- Select the **Tools** menu, and export the roster and attendance information.
- Select the **Tools** menu, and import the roster and updated attendance information.

To update several students at once, click on the date, at the top of the column, wish to update. Next, click on the “Update All...” button that appears under the course title.

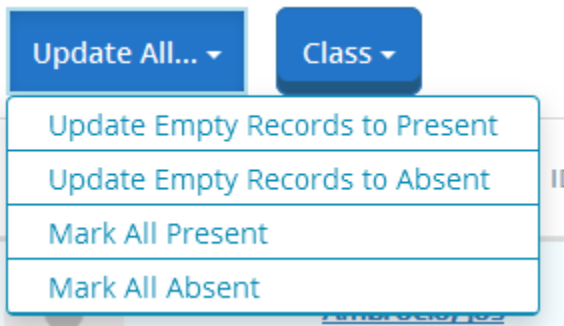
Lane Community College

Attendance Tracking • [Course List](#) • Take Roll

Beginning Algebra

Update All... ▾ Class ▾ 11/22/2016

Photo	Full ...	ID	Attenda...	Tuesday 11/08/2016	Thursday 11/10/2016	Tuesday 11/15/2016	Thursday 11/17/2016	Tuesday 11/22/20...
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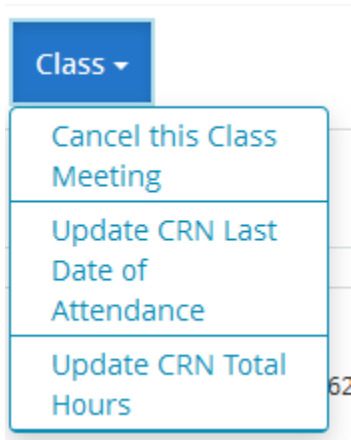
Update Empty Records to Present changes only blank entries for the highlighted day to a green checkmark. Any students previously marked as absent will not be changed.

Update Empty Records to Absent changes only blank entries for the highlighted day to a red minus sign. Any students previously marked as present will not be changed.

Mark All Present changes all the entries for the highlighted day to a green checkmark.

Mark All Absent changes all the entries for the highlighted day to a red minus sign.

Canceling a Class Using the Class Button



If you click on the Class button you will see a list of three options.

1. Cancel this Class Meeting (which will cancel the date and not count in the attendance percentage calculation.) **Note:** The Class Canceled option cannot be undone.
2. Update CRN Last Date of Attendance (updates Banner)
3. Update CRN Total Hours (updates Banner)

Note: On the Faculty Attendance page, the Attendance Completed value is not updated for when the meeting is canceled after the withdrawal date.

Updating an Individual Student

Perform actions that affect a single student for the chosen date.

Note: Once a presence or absence has been recorded there is no way to change the record back to empty.

- a) Select a student record to view attendance details in the Student Details tab.
- b) When the meeting rules are set up to record student information as Present/Absent:
 - Click on the date for the student to cycle the information from No Attendance, to Present, to Absent, and back to No Attendance.
 - For the Present state, you can record the actual time the student was present by using the side panel.
- c) When the meeting rules are set up to record student information as Hours Present:

- Enter the hours and minutes that the student was present.
 - This cannot be more than the defined expected time.
- d) When the meeting rules are set to record student information as **Hours Absent**:
- Enter the hours and minutes that the student was absent.
 - This cannot be more than the defined expected time.
- e) When the meeting does not have both the days of the week and the start and end time defined, refer to the section [Courses with Non-Standard Meeting Time](#) on page 16 for more details on how to handle this type of meeting.
- f) When the student has notified the faculty member of an expected absence, check the **Absence Notified** indicator, and enter a note.
- g) When the student has notified the faculty member of an extended absence, click **Extended Absence** to open the **Extended Absence** window.

Enter the start and end dates and any comments for a student's long term absence

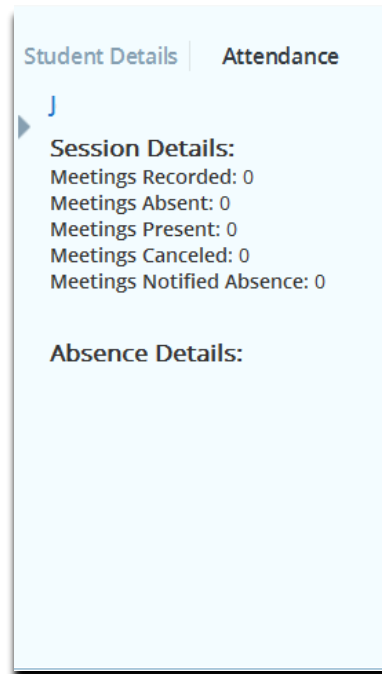
Changes are saved automatically

Side Detail Section

Attendance Tab

Student Details are displayed for the selected record.

You can see attendance information for the student by clicking on the Attendance tab.

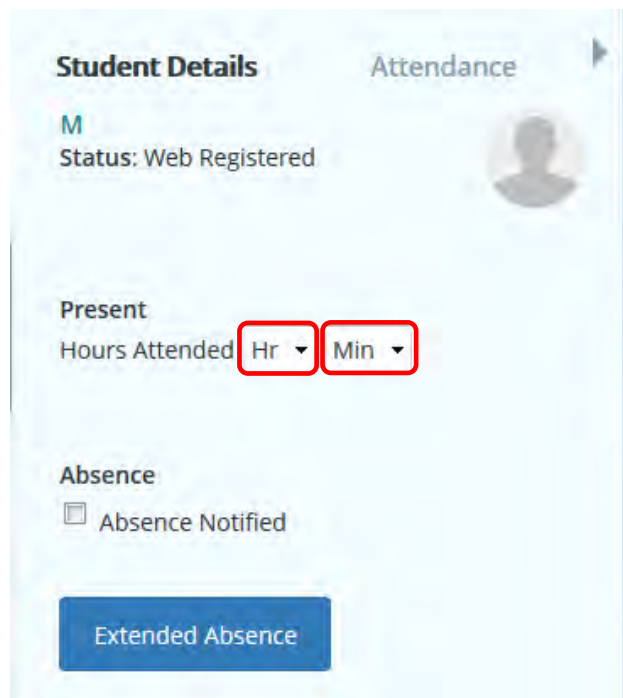


Student Details Tab

This tab displays information related to the student's attendance and absence.

On the Right side of the screen is the **Student Details** tab, which displays an individual student's detail information. You can adjust the hours and minutes of attendance by clicking on the list of values button next to the hours and minutes.

Use the **Absence Notified** check box to indicate that the student contacted an administrator or faculty member regarding an absence from class. You can enter additional information in the **Note** field if this box is checked.



Note: When an absence notified note is entered for a student, the note is not removed from the Hours Attended field in Student Details after a student is marked as present. The Absence Notified indicator remains checked.

Extended Absences

The Extended Absence button can be used to open the Extended Absence window. Use this window to enter information about an extended absence, such as start and end dates and any

additional comments. The start and end dates of the section must be entered manually. Dates are not validated so be careful to enter dates that fall within the section. You can save these changes or cancel out of the window. Saving the data generates a record for the student with the absence information for the specified start and end dates.

Entering an Extended Absence

Enter extended absences by clicking on the **Extended Absence** button.

A small window will appear. You can enter the start and end dates for the extended absence and include a note related to the absence. Click on the Save button to save the extended absence information or click on Cancel to close the window and return to the main screen.

Extended Absence Cancel

Record information about the student's extended absence from class.

Start Date

End Date

Note

Save

You can send the student an email by clicking on the **Email Student** link.

Courses with Non-Standard Meeting Times

Sections that do not have regular meeting days or times can record weekly attendance, i.e., you will only be able to put attendance into one day each week but you can update the student's total hours on that one day for the entire week. It is recommended that you use the same day each week to record attendance.

- The following settings are not displayed when expected hours are to be entered:
 - The “Update All...” button and its options are not available.
 - The Cancel this Class Meeting option under the Class button is not available.
- The “Update CRN Last Date of Attendance” and Update CRN Total Hours settings of the Class pull-down field can be used.
- When the attendance mode used on the **Mark Attendance** page in Attendance Tracking is for Present/Absent (Yes or No), and the student is marked as present for the first time, you will be prompted to enter the expected or present hours.

Attendance Tracking • [Course List](#) • Take Roll

GED Bridge to College

Class ▾

09/27/2021

Student Details Attendance

Status: Registered

Expected
Expected Hours Hr ▾ Min ▾

Present
Hours Attended Hr ▾ Min ▾

Please add hours and minutes on the Expected Hours or the Hours Attended.

- Click on the HR button and select the number of hours then click on the Min button and select the number of minutes. Once this value is entered, it defaults the hours to the other item. This only happens when both expected and present display HR and Min instead of actual time.

Class ▾

10/04/2021

Student Details Attendance

Status: Registered

Expected
Expected Hours 05 ▾ 00 ▾

Present
Hours Attended 05 ▾ 00 ▾

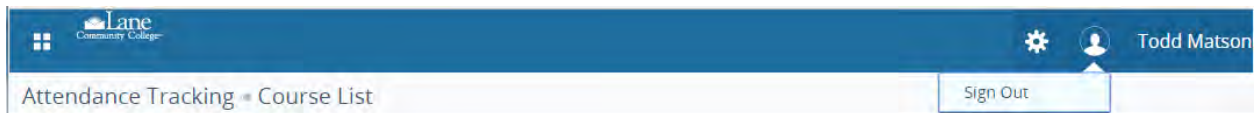
- Both the Attended Hours and the Expected Hours fields can be updated. When you update hours only the item you are updating updates.
- The expected hours entered must be greater than or equal to the value of the attended hours.
- Repeat the process for each student.

Notables:

- Access to Attendance Tracking is given to the instructor listed for the CRN.
- If you are not teaching a course for the term you will not have access to Attendance Tracking.
- The class will be seen in Attendance Tracking to take attendance on the day the class is given – time of day will not be taken into consideration. The faculty member will be able to view the roster before the class time begins.

Exiting and logging out of Attendance Tracking

When you are done you can click on the Person Icon , then select Sign Out to close your session.



When you exit out of Attendance Tracking, always use the Sign Out button at the top of the page, and then exit out of the browser. This will completely close your session. If you do not sign out completely, the next person who uses that computer may be able to access your attendance tracking records.