

# University of Denver Faculty Attendance Tracking

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**Purpose** This Quick Reference Guide details the steps on how to use the University of Denver Faculty Attendance Tracking module.


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## Logging into Faculty Attendance Tracking

Step	Action
1	Using, open the following link to access pioneerweb.du.edu
2	Click TAB <b>FACULTY</b>
3	Click <b>Track Class Attendance</b>



## Course Details


Complete these steps to view the course details:

Step	Action
1	Click on the appropriate class to select it. The <b>Course Details</b> panel will open on the right side of the screen. If you do not see the Course Details panel, click the expand arrow on the far middle-right side of the screen to open. Courses are listed by CRN and Term Order. 
2	Review Course Details. The course title and course number displays at the top of the Course Details tab.

## Student Details




Complete these steps to view the student details:

Step	Action
1	Click on the appropriate course if not already opened. If you cannot see the course, click expand arrow to view. 
2	Click on the <b>Take Roll</b> button .The class roster will open. Attendance is turned on the first day of the 

	term. Before that date you can view the roster only.
3	Review the student details. The students are listed in alphabetical order. Click expand arrow to view. 

**Record Attendance**

Complete these steps to record attendance:

Step	Action
1	Select the attendance date by either choosing the date from the calendar, which is located above the roster to the left of the class drop-down list, or scroll to the date.
2	Record present by clicking the <b>Attendance</b> circle once. A green checkmark will appear in the circle indicating the student is in attendance. 
3	Record absences by clicking the <b>Attendance</b> circle twice. A minus sign will appear in the circle indicating the student is absent. 
4	Select the <b>Class</b> drop-down menu beside the date field at the top of the screen, and click <b>Update CRN Last Date of Attendance</b> button.  <b>Warning:</b> By clicking the <b>Update CRN Last Date of Attendance</b> button, you are reporting attendance to Banner. Please ensure your attendance is accurate before clicking the Update CRN Last Date of Attendance button.  <b>Note: If final grades have already been entered and processed for this class, you will no longer be able to enter attendance.</b>
5	Any staff member assigned to this class may enter attendance for students
6	<b>Optional:</b> Below the roster on the right side of the screen, click the <b>Update Empty Records to Present</b> button to automatically fill in the rest of the student records with a green  checkmark,

	indicating they were present in class.
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**Cancelling a Class Session**




Complete these steps to cancel a class session:

Step	Action
1	Select the date from the calendar or scroll to the date.
2	Select <b>Class Canceled</b> from the <b>Class</b> drop-down menu. A <b>note</b> icon will appear alongside the attendance circle showing that a note is attached. To view the note, hover your mouse over the either the note icon or the attendance circle. <b>Note:</b> There is no functional way to un-cancel a class once the instructor cancels a class. A class cancelled note is system generated once confirmed.

**Adding a Note** Notes may be added for a canceled class or student absence. The note for a canceled class is system generated and may not be changed.



Complete these steps to add an extended absence note:


Step	Action
1	Click on the appropriate student.
2	In the <b>Student</b> <b>Details</b> pane, click on the  <b>Extended Absence</b> button. <b>Note:</b> If you do not see the Student Details panel, click the  expand-arrow on the far middle-right side of the  screen to open.
3	Enter the date range by entering the date or choosing the date from calendar.

4	Enter the Extended Absence note in the Note section.
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5	Click <b>Save</b> . 
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Complete these steps to add a documented absence note:

Step	Action
1	Click on the appropriate student.
2	<p>In the <b>Student Details</b> pane, under <b>Absence</b>, check <b>Absence Notified</b>.</p> <p><b>Note:</b> If you do not see the Student Details panel, click the expand-arrow on the far middle-right side of the screen to open.</p> 
3	Enter the documented absence note in the Note section.

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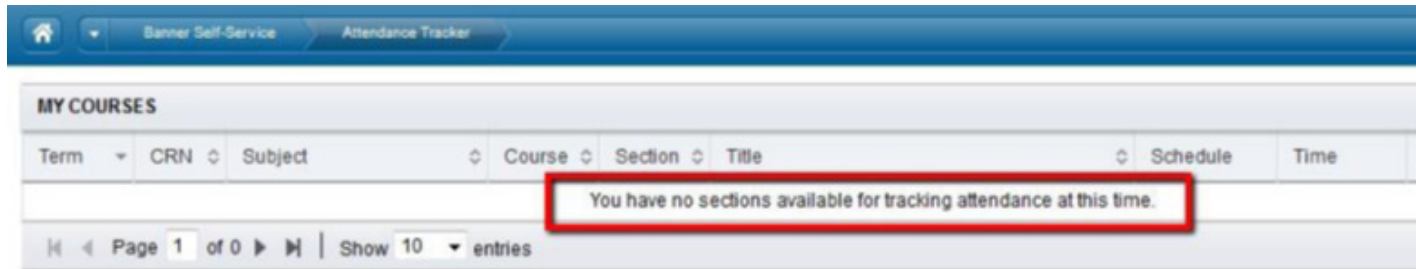
**Return to Course Selection**

Complete these steps to return to the course selection interface:

Step	Action
1	<p>Click the back arrow on the upper left corner of screen next to the course title to return to the course selection page.</p>  <p><b>Note:</b> If you do not see the back arrow, you may need to scroll up.</p>
2	If you have attendance to enter for another class, repeat the <b>Record Attendance</b> steps shown above.
3	<p>If you are finished entering attendance, click the <b>Sign Out</b> link in the top-right corner of the screen. You will see the  <b>Logout Successful</b> page.</p>
4	Close the web browser.

### Faculty Attendance Tracking Troubleshooting Guide

1. You have a successful login to Attendance Tracker, but no classes display.



**Solution # 1:** You have not yet been assigned as an instructor to classes for the term. Check with your department chair or program coordinator to make sure they have added you as an instructor to the classes you will be teaching.

**Solution # 2:** Attendance Tracking interface is working as designed. You cannot see your classes in Attendance Tracking for a given term until that term is enabled in Attendance Tracking.