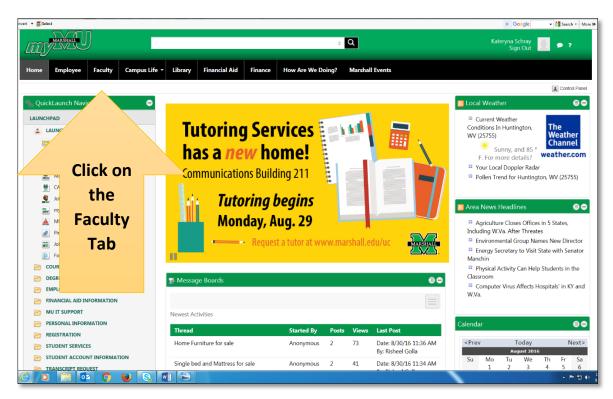


Thank you for participating in this promising freshman retention effort. Every minute of your workday is valuable, and we know that even the quickest and most efficient reporting mechanism still takes time. **THANK YOU** for caring about MU's freshmen and taking an active step towards their academic success.

Step 1: Access myMU and click on the "Faculty Tab" in the black ribbon.



Step 2: Click on "Attendance Tracking" under Faculty Resource Links, in the upper left-hand corner.



This will take you to a list of the courses you are teaching.

Step 3: Click on "Take Roll."

Banner - Faculty Attendanc ×	A SM
x n Convert ▼ Belect	X Google - More > Sign in 🔧
MARSHALL UNIVERSITY	Kateryna Schray 🕰 Sign Out 🛄 Notifications
Banner Self-Service Attendance Tracker	
MY COURSES	Course Details Getting Started
Term CRN Subject Course Secti Title Schedule	Time Session Welcome to Banner 9.X
201701 2141 English 411 101 Chaucer s M T W	R F S 16:00 01 Take Roll Student Faculty Attendance Tracking Self-Service
H 🚽 Page 1 of 1 🕨 H Per Page 10 🗸	Records found: 1
	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 registrar@marshall.edu
	Roll

A photo roster of your students will appear. (In the examples that follow, the names of the students are covered up.)

Chaucer 411, Secti	on 101			9/2016	
	Full Name	0 ID	Select date	Monday 8/22	Rachel W. Hutchison
5	w	901486735			
1		901717812	0%		Hours Attended: Hr V Min V
6		901692160	0%		Absence
		901475596	0%		Absence Notified: Extended Absence
(901701066	0%		· · · · · · · · · · · · · · · · · · ·
5	tha K.	901679794	0%		
4		901649599	0%		
6		901691724	0%		
(n B.	901711429	0%		
4		901632637	0%		

Step 4: Select the date for which you will enter attendance.

Step 5: Click on the drop-down menu at the bottom left hand corner of the page and select "500." (This will save you from having to advance multiple screens.)

haucer 411, Section 101				D8/15/2016	S 🔳 🏦 Class 🗸	^	Student Details
ance Full Name	¢ ID	Attendance	0	Monday 8/22	Monday 8/29		R
	901486735	0% 🕰		0			1
	901717812	0%					Hours Attended: Hr V Min V
	901692160	0%					Absence
	901475596	0%					Absence Notified:
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"500 "	901679794	0%					
	281649599	0%					
	901691724	0%					
	901711429	0%					
	901632637	0%					

Step 6: Click "**Mark All Present**" in the drop-down menu at the bottom right-hand corner of the screen.

er er r, section for				00/22/2010	Ciass ·	Student Details
	¢ ID	Attendance	¢ Monday	8/22 Mon	day 8/29	µr
	901486735	0% 🛕)		
	901717812	0% 🕰				
	901692160	0% 🕰		Dro	op-	Hours Attended: Hr V Min V
	901475596	0%		dov		Absence
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c.	901679794	0% 🕰				· _
	901649599	0% 🕰				
	901691724	0% 🕰				
	901711429	0%		Update Empty Reco	rds to Present	
	901632637	0%		Update Empty Reco	rds to Absent	
ge 10 🗸	1			Mark All Absent	21	

Your screen will now look like this:

MARSHALL UNIVERSITY					Kateryna Schray 🔒 Sign Out 🔛 Notifications
Banner Self-Service	Allendance Tracker M	ark Attendance			
	n L.	901648974	100%	0	A Student Details
	c	901509700	50%	0	S A
Å		901646442	100%	0	
	D.	901656983	100%	0	Present Hours Attended: 02 V 20 V
	Б.;	901737777	100%	0	Absence
4		901679674	100%	0	Extended Absence
4	48	901660258	100%	0	
6		901500027	100%	0	
		901484468	100%	0	
	Per Page 10 🗸			Records found: 21	
				Mark All Present 🔹	v

Chaucer 411, Section 101		08/22/2016	🔳 🏦 Class 👻	Student Details
Idance		- Harrison - Anna		
	¢ ID	Attendance	Monday 8/22	
	901365024	50%	Ø	
-	901648974	50%	0	Present Hours Attended: 00 V 00 V
	901509700	deselected	0	Absence
	901646442	50%	0	Absence Notified: Extended Absence
	901656983	deselected	Θ	*
	901737777	50%	Ø	
	901679674	50%	0	
	901660258	50%	0	
	901500027	50%	0	
	901484468	50%	0	

THAT'S IT! There is **no submit button** to click. Your attendance is recorded in Banner. To record attendance for a different date in the same course, simply select a new date at the top of the attendance column.

Step 8: To enter attendance for additional courses/sections, click the back arrow in the upper left-hand corner beside the current course to return to My Courses. Then click on "Take Roll" for the next course and repeat the steps outlined above.

De els ensesses			08/22/2016	Class +	Student Details
Back arrow			08/22/2016	Class +	Ep
- Name	¢ ID	Attendance	0	Monday 8/22	s
Gelley E.	901365024	50%		0	
ich, Allison L.	901648974	50%		0	P.
g, Emily A.	901509700	0%		Θ	Hours Attended: 00 V
Abigail J.	901646442	50%			Absence Notified: Extended Absence

Thank you for taking the time to help. Your updating of class absences is critical to the success of this program.

The Herd Path Program: QUICK FACTS

- The Herd Path Program improves academic performance, retention and graduation by emphasizing the importance of regular class attendance.
- Missed classes are an early indicator of freshmen who either have academic problems or *will have them soon*. Data from other institutions show that class attendance is a more reliable predictor of student success than high school GPA, ACT scores, and class standing.
- For many freshmen, the biggest challenges of the first year of college are not academic; the biggest challenges are developing good work habits and practicing personal responsibility.
- This initiative is NOT about making students feel bad about missing class quite the opposite: this initiative shows students that even in a university as big as Marshall, *each individual matters*. It's also not about hand-holding or micro-managing students; instead, it's giving students a chance to course-correct before it's too late simply by alerting them to something they may not have considered.
- Herd Path Partners positive, caring, enthusiastic upperclassmen contact freshmen with excessive absences to emphasize three things:
 - o Regular class attendance is essential for freshman academic success.
 - A freshman missing classes is often an indicator of academic difficulties.
 - Students should talk to their instructors if they are having difficulty with the material.

Thank you for helping with this effort.

IF YOU HAVE ANY QUESTIONS, COMMENTS OR **SUGGESTIONS FOR IMPROVING** THIS PROGRAM, please do not hesitate to contact me: Kateryna Schray, Ph.D. Herd Path Program Coordinator Professor, Department of English <u>rudnytzk@marshall.edu</u> <u>Herdpath@marshall.edu</u>