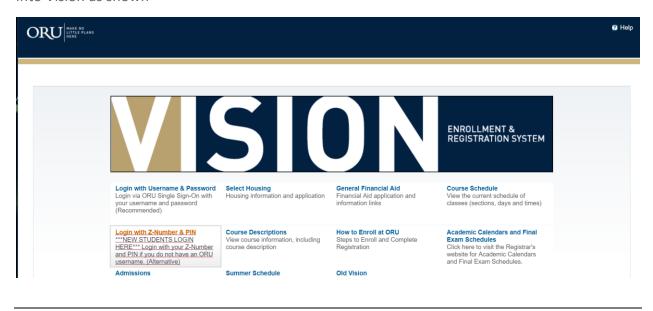
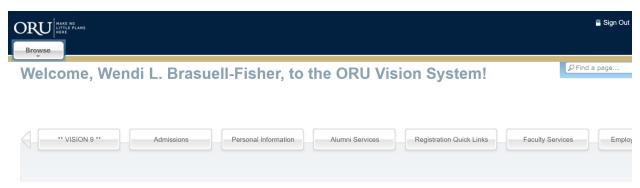
## Banner (Vision) 9 – Faculty Attendance Tracking

Please go to the following links on tablet, smart phone, MAC or PC.

Faculty Attendance Tracking --> <a href="https://vision9.oru.edu/FacultyAttendanceTrackingSsb">https://vision9.oru.edu/FacultyAttendanceTrackingSsb</a> or log into Vision as shown



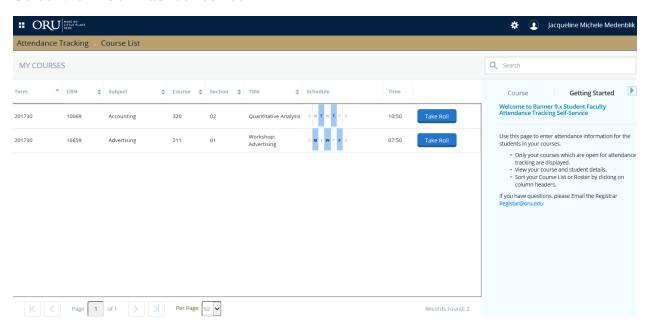
Select the 'Faculty Services" tab



You will see the new Vision 9 links with the mobile icon (Advising Student Profile, Class List, and Track Attendance)

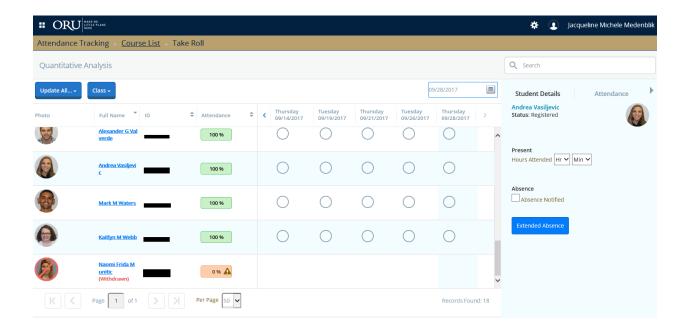


Select the 'Track Attendance' icon.

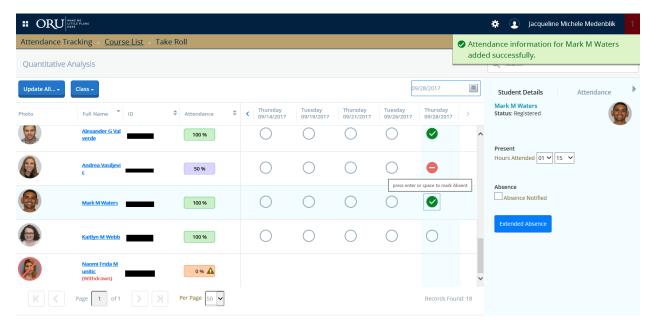


Select the class you would like to take attendance by clicking "Take Roll"

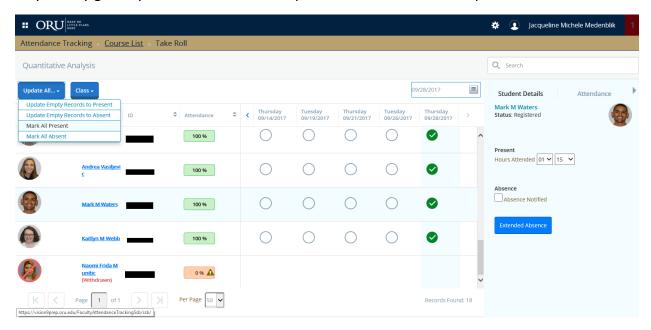
Take Roll



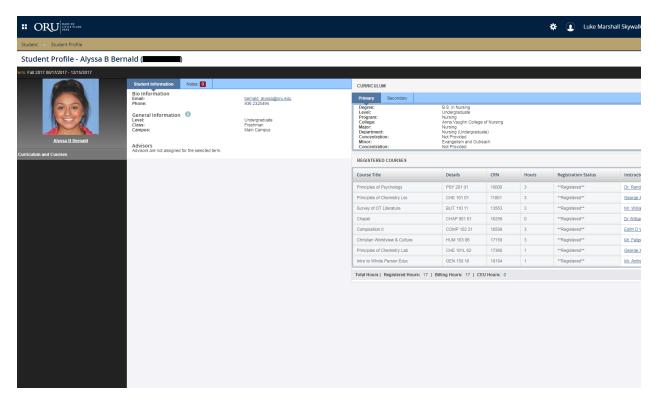
Take attendance by selecting the circles for each student listed for the date. Double click for an absence.



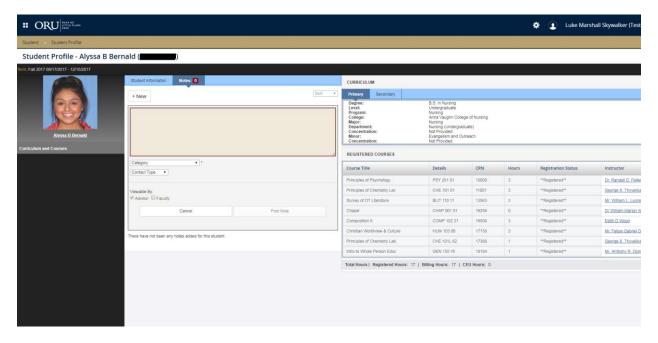
Or you may globally select each student as present or absent. Select 'Update All'



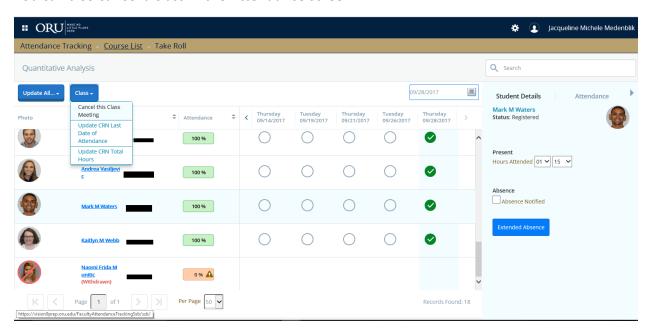
You can click student's name for student's details



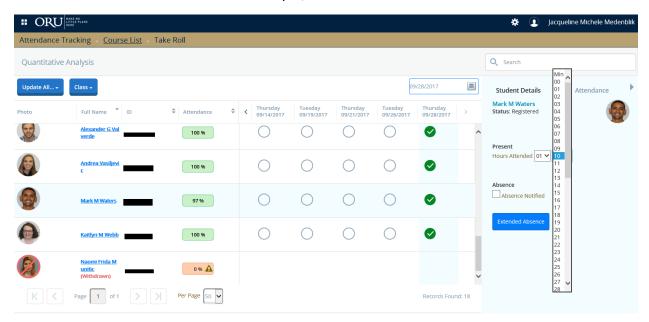
Enter notes for this student for the advisor. The notes can only be seen by advisors and faculty, not the student.



You can also cancel a class in the Attendance screen

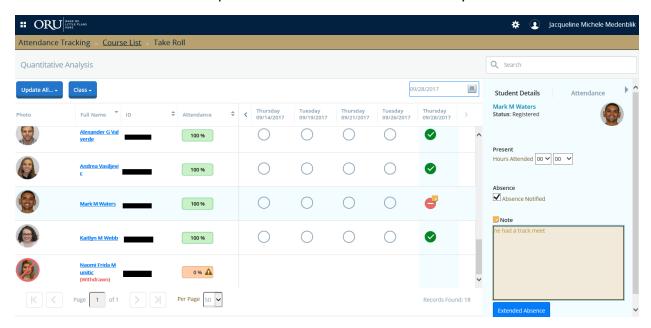


You can also track class tardies. For example, Mark was 5 minutes late for class.



Mark was marked as present. The time present in class can be adjusted to 1 hour and 10 minutes.

The attendance for Mark was updated from 100% to 97% for that day.



For administrative absences select 'Absence notified' check box. You may leave a note for an explanation.

To log out of Vision 9, click the icon next to your name

