

Banner Unofficial Withdrawal Roster/Attendance Reporting Tutorial

The following is a page-by-page snapshot of the steps to access Unofficial Withdrawal Rosters/Attendance Reporting online. Arrows and text have been added to show you where to click and what information to enter when you complete your rosters online. Please read all relevant information prior to reporting attendance.

If you are teaching courses through the Regents Online Degree Program (RODP), you will not be required to report attendance to MTSU. RODP attendance is determined at the Tennessee Board of Regents (TBR) based on students accessing D2L.

Attendance Status Options:

- **Y** – Student is currently in attendance in your class. Students on your attendance roster will default to a value of Y.
- **N** – Student never attended your class. The day prior to the first day of class will default in the “Last Attend Date” field when you submit your roster.
- **S** – Student stopped attending class. Enter the date provided in the instructional memo for the current term.

Faculty members teaching courses that contain more than 50 students must submit attendance for all record sets (i.e., Records: 1-50 51-100).

IMPORTANT!!

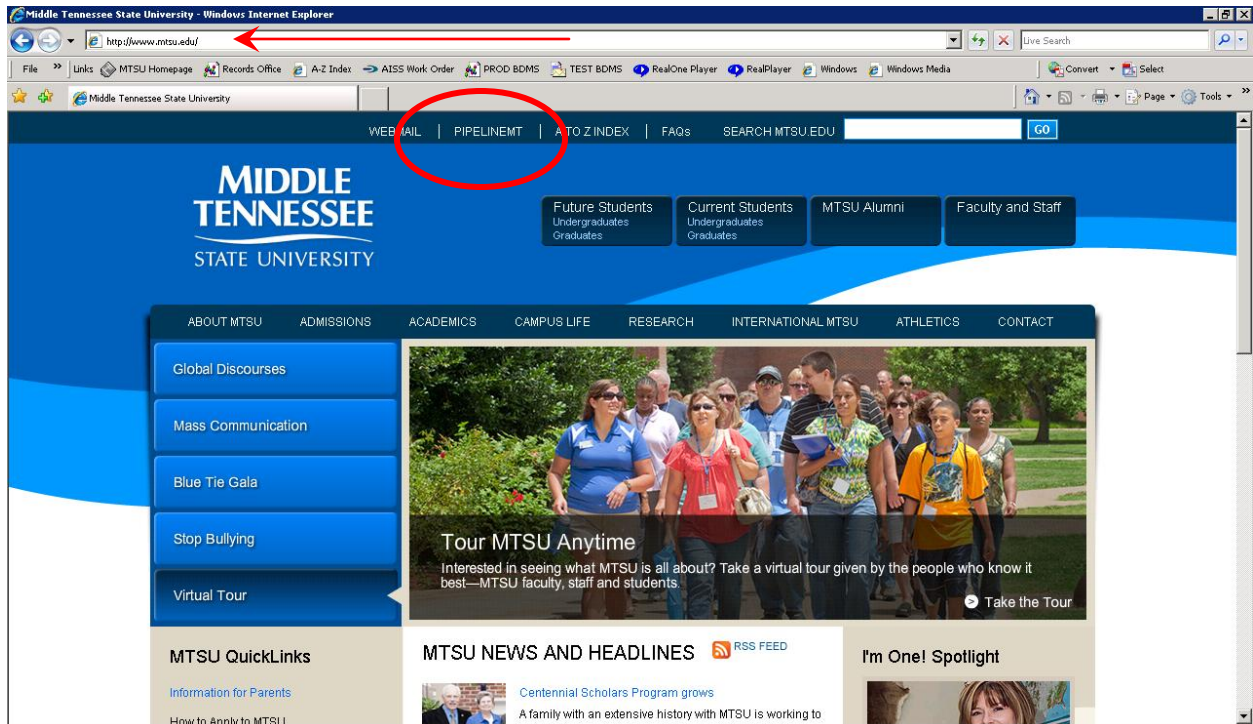
You will only have the option to report students who have officially dropped/withdrawn as Y for attending while officially registered or N “Never Attended”. Because they have officially stopped attending, you will not be permitted to report a last date of attendance.

If a student is currently enrolled on your roster, you will have the option to report them as Y “Attending” or N “Never Attended” or S “Stopped Attending”. You should only report the provided date (instruction memo from Records Office each semester) as the “Last Attend Date” for students reported as “Stopped Attending.”

Online, correspondence, etc., are not exempt from reporting Unofficial Withdrawal Rosters. Instructors can use homework assignments and/or tests as a way of determining if students are in attendance. Please complete the attendance rosters as detailed below.

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1. Go to the MTSU main web page www.mtsu.edu to begin the attendance reporting process.
2. Click on the PipelineMT link to access the log-in information.



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3. Log in to PipelineMT using your username and password. Questions concerning your username and password should be directed to the ITD helpdesk at 615-898-5345 or via email at help@mtsu.edu.

Middle Tennessee State University Login - powered by SunGard Higher Education - Windows Internet Explorer

http://mtsu36.mtsu.edu/cp/home/loginf

Welcome to **PipelineMT**
Your Gateway to the MTSU Campus!

Please Login to Your Secure PipelineMT Account

User Name:

Password:

Login Cancel

Having problems logging in? [Click here.](#)

<<Please Login to Your PipelineMT Account!
Logging in to PipelineMT provides secure access to personal data and services for MTSU students, faculty and employees.

What's Inside PipelineMT?
You can register for classes, pay fees, check your email, keep a calendar and access your personal data. Login and choose the **RaiderNet** tab for registration, fee payment, and other personal data services. Look for these icons for email and calendaring:

Email Calendar

Online course resources, D2L and WebCT, are available on the **My Courses** page!

Supported Browsers
PipelineMT and Raidernet **will not work properly** if you do not have a current browser from the following list:

- **Internet Explorer.**
Windows: 5.5 SP2 and 6.0 SP1
MAC: 5.1.7(OS 9)
- **Netscape Communicator.**
Windows: 7.2
MAC 7.02 for OS 9 and 7.1 OS for 10.3
- **Mozilla**
Windows: 1.6, 1.7.3
MAC: 1.6 for OS 10.3 and 1.7 for OS 10.3
- **Safari**
MAC ONLY: 1.2

[Check your browser version](#) | [How to upgrade your browser](#)

What is a browser?
A program that helps users work with the web by displaying documents and making links between computing sites. A graphical web browser such as Internet Explorer or Netscape can display web documents in hypermedia format; that is, it can be used to view text, images, and video and to listen to audio.

HAVING TROUBLE?
Try these solutions:

- Check Your Browser
- Forgot your User Name?
- Forgot your password?
- How do I get my Email?
- Planned Down Time

>***NEW*** Authorized User/Parent Login Bill Info

>Alumni

>Admission Inquiry

Pipeline MT Security
Even though a padlock or https: will not appear, PipelineMT is completely secure.

Internet

[Read more about security...](#)

Information Technology Help Desk

Hours: 24 hours/7 days
when classes are in session

Phone: 615-898-5345
Email: help@mtsu.edu

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Done Internet 100%

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- Once you have logged in to PipelineMT, you will click on the RaiderNet tab and select the **Faculty Services** tab.

Welcome to
PipelineMT
Your Gateway to the MTSU Campus!

My Account | **Welcome Philip H Smith**
You are currently logged in.

e-mail | calendar | groups | logout | help

My Pipeline | **RaiderNet** | Campus Directory | MTSU Info | News | Tutorial | Sample | October 24, 2007

Personal Information | Student and Financial Aid | **Faculty Services** | Employee

Search Go RETURN TO MENU SITE MAP HELP

Personal Information

- [View Addresses and Phones](#)
- [Update Addresses and Phones](#)
- [View E-mail Addresses](#)
- [Update E-mail Addresses](#)
- [View Emergency Contacts](#)
- [Update Emergency Contacts](#)
- [Name or Social Security Number Change Information](#)
- [Directory Profile](#)
- [What's My MTSU ID Number \(aka M#\)?](#)
- [Answer a Survey](#)

Class Schedule Search

- [Course Catalog](#)
- [Look Up Classes](#)
- [Display Course Corequisites](#)

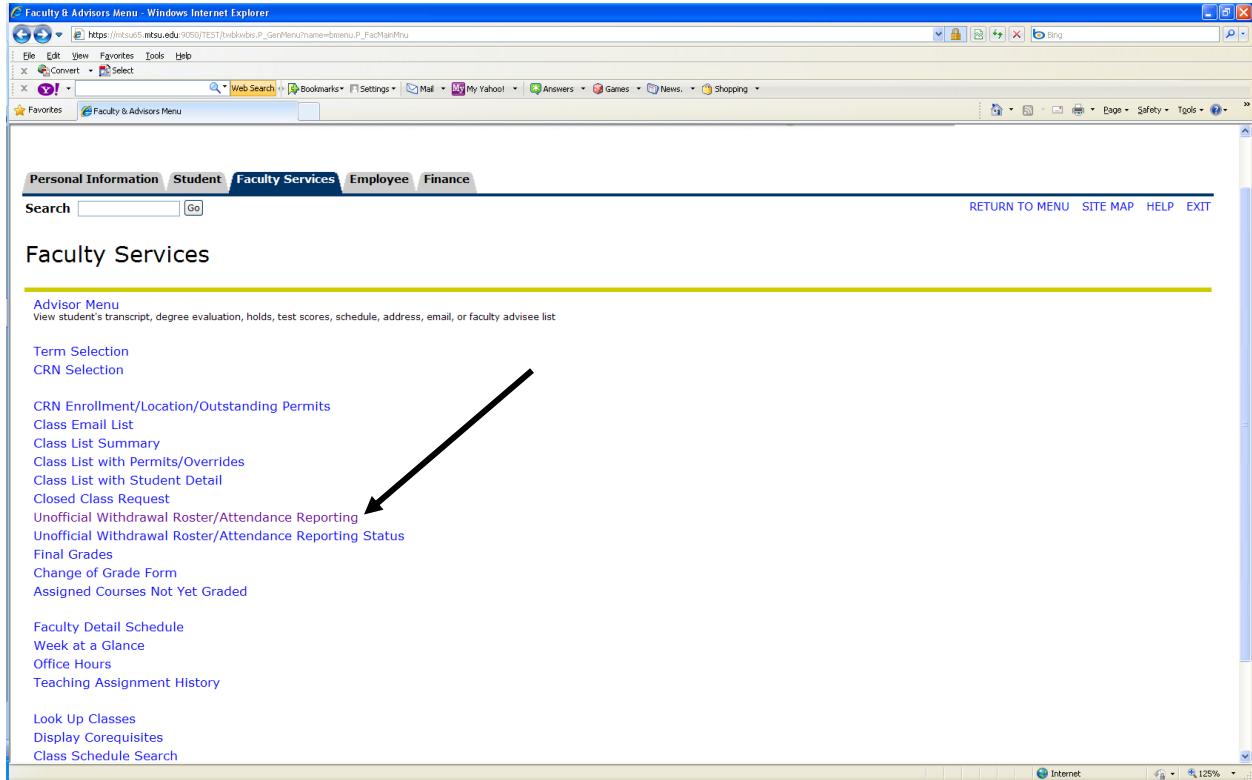
RELEASE: 7.3

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5. Once you have selected the Faculty Services tab, you will then select the **Unofficial Withdrawal Roster/Attendance Reporting** option from your list.



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6. After you select the “Unofficial Withdrawal Roster/Attendance Reporting” option from the Faculty Services screen, you will be required to select the term for which you wish to report attendance. Select the proper term from the drop down box and click on the submit button.

The screenshot shows a Windows Internet Explorer browser window titled "Select Term - Windows Internet Explorer". The address bar displays the URL "http://mtsu65.mtsu.edu:9040/pls/TEST/bzkatnd.P_FacAtndRpt". The page header for Middle Tennessee State University is visible, including the logo and the slogan "When Tennessee's Best Choose a College ...". The navigation menu includes "Personal Information", "Faculty Services", "Employee", and "SSB Web Tech menu". A search bar is present with a "Go" button. The main content area is titled "Select Term" and features a dropdown menu labeled "Select a Term:". The dropdown menu is open, showing the following options: "Summer Term 2008", "Summer Term 2008", "Spring Term 2008", and "Fall Term 2007". A red arrow points to the "Fall Term 2007" option. Below the dropdown menu is a "Submit" button. The footer of the page includes "RELEASE: 6.1" and "powered by SUNGARD HIGHER EDUCATION". The browser status bar at the bottom shows "Done", "Internet", and "100%".

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7. You can select your class to report by using the drop down box next to the **Course Reference Number (CRN)**.

The screenshot shows a web browser window titled "CRN Selection - Windows Internet Explorer". The address bar displays the URL: http://mtsu65.mtsu.edu:9020/pls/TRNG/bzkatnd.P_FacAtndRpt. The page header features the Middle Tennessee State University logo and the slogan "BLUE RAIDERS" with the tagline "When Tennessee's Best Choose a College ...".

The navigation menu includes: Personal Information, Alumni and Friends, Student and Financial Aid, Faculty Services, Employee, and Finance. Below the menu is a search bar with a "Go" button and links for RETURN TO MENU, SITE MAP, HELP, and EXIT.

The main content area is titled "Select a CRN". A yellow horizontal line is positioned above a dropdown menu labeled "CRN:". The dropdown menu is open, showing three options: "Computer Science Orientation - 83391", "Computer Science Orientation - 83391", and "Technology Applications - 86200". A red arrow points to the second option, "Computer Science Orientation - 83391". Below the dropdown menu is a "Submit" button.

At the bottom of the page, there is a link "[Enter CRN Directly]", the text "RELEASE: 7.3", and the logo for "powered by SUNGARD HIGHER EDUCATION". The browser's status bar at the bottom shows "Done", "Internet", and "100%".

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8. Faculty members must report attendance for all courses they are teaching during the current semester. If you are teaching more than one course in a given semester, you must report attendance for each CRN listed on your Unofficial Withdrawal Roster/Attendance Reporting page. Please be sure to note that cross-listed or dual-listed (4000/5000) courses are under different CRN's and each one must be submitted individually. To begin reporting attendance, **select one of the CRN numbers and click on submit.** This will bring up a roster of your students.

The screenshot shows a web browser window titled "Attendance Reporting - Windows Internet Explorer". The address bar shows the URL: https://mtsu.edu/1050/TEST/blankand.P_FacAtndRpt. The page has a navigation menu with "Personal Information", "Faculty Services", and "Employee" tabs. Below the menu is a search bar and links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main heading is "Attendance Reporting".

Following are your reporting options:

- **Y** Student is currently in attendance in your class. Enrolled students on your attendance roster will default to a value of Y.
- **N** Student never attended your class and no date should be entered. The day prior to the first day of class will default in the "Last Attend Date" field when you submit your roster.
- **S** Student stopped attending class. Federal regulations permit faculty to use the session midpoint of 10/22/2010 or you may enter the actual date the student stopped attending.
- **Not Reported** - Students who have officially dropped or withdrawn will display as Not Reported. If the student ever attended your course, then leave as Not Reported, but if they never attended, then change to N.

IMPORTANT: The values of Not Reported or N are the only options for students who have officially dropped/withdrawn. Correspondence and telecourses are not exempt from reporting. Homework or tests are ways of determining attendance. Faculty members teaching courses that contain more than 50 students must submit attendance for all record sets (i.e., Records: 1-50 51-100).

Course Information

Computer Orientation - CSCI 1150 001

CRN:	10024
Students Registered:	8

Please submit attendance often. There is a 120 minute time limit starting at 12:06 pm on Mar 08, 2011 for this page.

Attendance Reporting

Student Name	ID	Registration Status	Attendance	Last Attend Date MM/DD/YYYY	Attendance Confirmation Date
Test, Adam	M01182067	**Registered**	Y		03/08/2011

Attendance Reporting - Windows Internet Explorer

https://ntsws1.mtsu.edu/8020/TEST/rollatnd.P_FacAttndRpt

Please submit attendance often. There is a 120 minute time limit starting at 12:06 pm on Mar 08, 2011 for this page.

Attendance Reporting

Student Name	ID	Registration Status	Attendance	Last Attend Date MM/DD/YYYY	Attendance Confirmation Date
Test, Adam	M01182067	**Registered** Mar 08, 2011	Y		03/08/2011
Test, Ben	M01182068	**Registered** Mar 08, 2011	Y		03/08/2011
Test, Charles	M01182069	**Registered** Mar 08, 2011	Y		03/08/2011
Test, David	M01182070	**Registered** Mar 08, 2011	Y		03/08/2011
Test, Eve	M01182071	**Registered** Mar 08, 2011	Y		03/08/2011
Test, Fran	M01182072	**Registered** Mar 08, 2011	Y		03/08/2011
Test, Gail	M01182073	**Registered** Jan 12, 2011	Y		03/08/2011
Test, Helen	M01182074	**Registered** Mar 08, 2011	Y		03/08/2011

Submit Reset

Please submit attendance status often. There is a 120 minute time limit starting at 12:06 pm on Mar 08, 2011 for this page.

[Return to Previous](#)

[Term Selection | CRN Selection]

RELEASE: 8.2 TBR8: 1.0

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Done Internet 125%

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9. Attendance for all students will initially appear with a **Y** “**Currently Attending**” value in the attendance field. There are three (3) attendance options that you can choose from to report for your students:
- **Y – Student is currently in attendance (Default)**
 - **N – Student never began attendance in your class**
 - **S – Student stopped attending your class (date will be required)**
- You are to report one status for each student. Students who are left with a **Y** on your attendance roster will be reported as **Currently Attending** your class.
 - Students who you mark with an **N** on your attendance roster will be reported as **Never Attended**. This means that you are reporting that the student never actually began attendance in your class.
 - Students who you mark with an **S** on your attendance roster will be reported as **Stopped Attending**. This means that you verified that the student actually began attending your class, but since then has stopped attending.
 - Faculty members who mark the student as **N** “Never Attended” **will not** be allowed to enter a date for those students. The day before the first day of classes will automatically populate the “Last Attend Date” field after you submit your attendance roster. If a date is reported for a student who never attended, you will receive an error message and the roster will not be submitted until the date is removed from the “Last Attend Date” field.
 - Faculty members who report the student as **S** “Stopped Attending” **will** be required to enter a date for those students. **All faculty members should enter the date provided in the Records Office instruction memo for the current term for any student who has stopped attending class.** In accordance with federal guidelines, schools that are not required to take attendance can use the mid-point date (50% date) of a semester to report students as stopped attending.

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- Example of a student reported as Never attended with defaulted date and Stopped attending with term specific date as provided by the Records Office.

The screenshot shows the Banner Attendance Reporting web application in a Windows Internet Explorer browser. The page displays the following information:

- CRN:** 10024
- Students Registered:** 8
- Warning:** Please submit attendance often. There is a 120 minute time limit starting at 11:44 am on Mar 08, 2011 for this page.
- Confirmation:** The changes you made were saved successfully.
- Attendance Reporting Table:**

Student Name	ID	Registration Status	Attendance	Last Attend Date MM/DD/YYYY	Attendance Confirmation Date
Test, Adam	M01182067	**Registered** Mar 08, 2011	Y		03/08/2011
Test, Ben	M01182068	**Registered** Mar 08, 2011	N	01/12/2011	03/08/2011
Test, Charles	M01182069	**Registered** Mar 08, 2011	S	03/02/2011	03/08/2011
Test, David	M01182070	**Registered** Mar 08, 2011	Y		03/08/2011
Test, Eve	M01182071	**Registered** Mar 08, 2011	Y		03/08/2011
Test, Fran	M01182072	**Registered** Mar 08, 2011	Y		03/08/2011
Test, Gail	M01182073	**Registered** Jan 12, 2011	Y		03/08/2011
Test, Helen	M01182074	**Registered** Mar 08, 2011	Y		03/08/2011

Buttons:

Warning: Please submit attendance status often. There is a 120 minute time limit starting at 11:44 am on Mar 08, 2011 for this page.

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- Example of a student reported as Stopped attending without a date and the error message that resulted. The Attendance field defaults back to Y and the error message displays below the student with the error.

CRN: 10024
Students Registered: 8

⚠ Please submit attendance often. There is a 120 minute time limit starting at 11:45 am on Mar 08, 2011 for this page.

✖ At least one student record is in error. Please review errors below.

Attendance Reporting

Student Name	ID	Registration Status	Attendance	Last Attend Date MM/DD/YYYY	Attendance Confirmation Date
Test, Adam	M01182067	**Registered** Mar 08, 2011	Y		03/08/2011
Test, Ben	M01182068	**Registered** Mar 08, 2011	N	01/12/2011	03/08/2011
Test, Charles	M01182069	**Registered** Mar 08, 2011	S	03/02/2011	03/08/2011
Test, David	M01182070	**Registered** Mar 08, 2011	Y		03/08/2011 *
Test, Eve	M01182071	**Registered** Mar 08, 2011	Y		03/08/2011
Test, Fran	M01182072	**Registered** Mar 08, 2011	Y		03/08/2011
Test, Gall	M01182073	**Registered** Jan 12, 2011	Y		03/08/2011
Test, Helen	M01182074	**Registered** Mar 08, 2011	Y		03/08/2011

✖ If student has stopped attending, a Last Date of Attendance is required. Last Date of Attendance is not permitted when Attendance Indicator = Y.

Submit Reset

Important:

If you get a blue check mark and a message stating that “the attendance roster was successfully submitted” after clicking the submit button, your roster was submitted correctly. If you get an error message with a red X after clicking the submit button, you have errors that must be corrected before you can submit your roster.

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10. After you have submitted your attendance roster, you will select the “CRN Selection” option at the bottom of the attendance roster screen. This will take you back to the screen where you can select a new CRN number.

Attendance Reporting - Windows Internet Explorer

http://mtsu65.mtsu.edu:9020/pls/TRNG/balkatnd.P_FacAtndRpt

Test, Bianca	M00000000	**Registered** Jun 05, 2007	Y		10/24/2007
Test, Chris	M00000000	**Registered** Jun 05, 2007	S	10/10/2007	10/24/2007
Test, Christi	M00000000	**Registered** Jun 05, 2007	Y		10/24/2007
Test, David	M00000000	**Registered** Jun 05, 2007	Y		10/24/2007
Test, Desire	M00000000	**Registered** Jun 05, 2007	Y		10/24/2007
Test, Paul	M00000000	**Registered** Jun 05, 2007	Y		10/24/2007
Test, Phillip	M00000000	**Registered** Jun 05, 2007	N	05/24/2007	10/24/2007
Test, Robert	M00000000	**Registered** Jun 07, 2007	Y		10/24/2007
Test, Roberta	M00000000	**Registered** Jun 15, 2007	Y		10/24/2007
Test, Robert	M00000000	**Web Registered** Jun 05, 2007	S	10/10/2007	10/24/2007

Submit Reset

Please submit attendance status often. There is a 120 minute time limit starting at 12:56 pm on Oct 26, 2007 for this page.

[Return to Previous](#)

[[Term Selection](#) | [CRN Selection](#)]

RELEASE: 7.3 MC:17.0.2

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Done Internet 100%

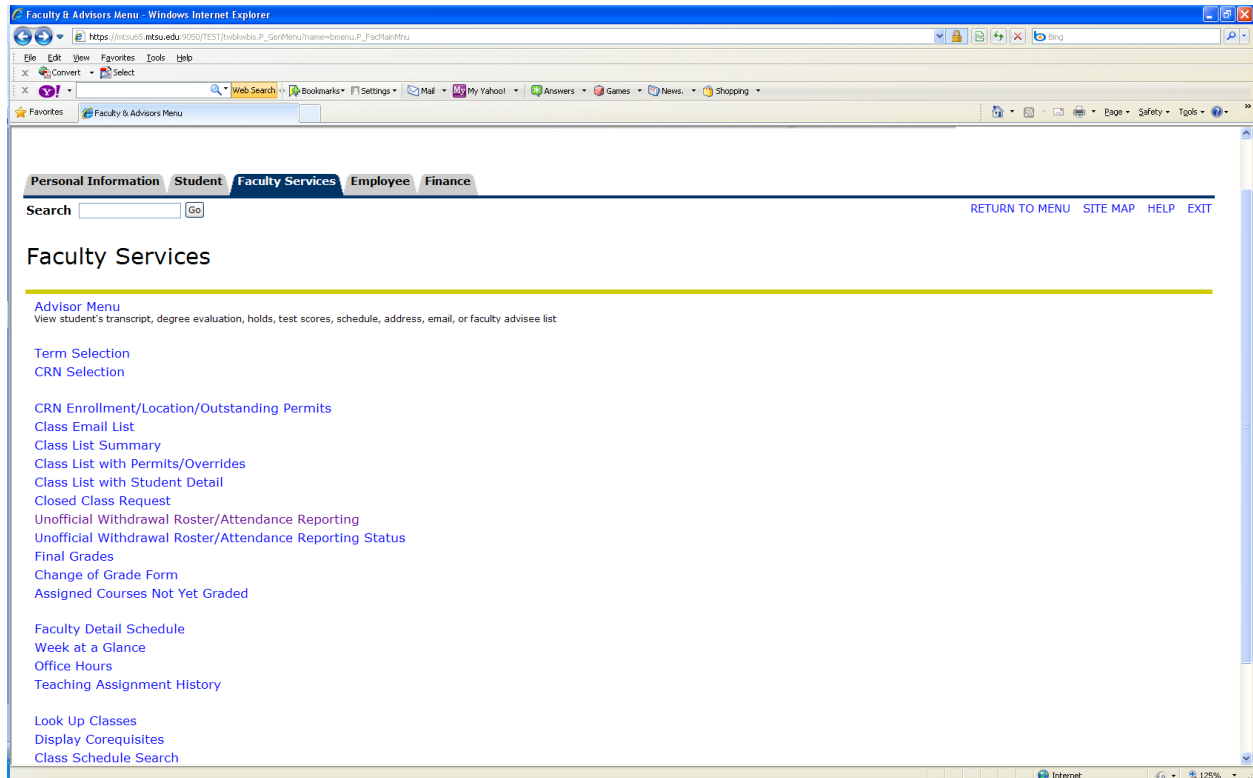
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11. Select a new CRN and click submit.

The screenshot shows a Windows Internet Explorer browser window titled "CRN Selection - Windows Internet Explorer". The address bar displays the URL "http://mitsu65.mtsu.edu:9020/pls/TRNG/bzlkatnd.P_FacAtndRpt". The page header features the Middle Tennessee State University logo and the slogan "When Tennessee's Best Choose a College ...". The navigation menu includes "Personal Information", "Alumni and Friends", "Student and Financial Aid", "Faculty Services", "Employee", and "Finance". A search bar is located below the navigation menu. The main content area is titled "Select a CRN" and contains a dropdown menu labeled "CRN:". The dropdown menu is open, showing three options: "Computer Science Orientation - 83391", "Computer Science Orientation - 83391", and "Technology Applications - 86200". A red arrow points to the first option. Below the dropdown menu is a "Submit" button. At the bottom of the page, there is a "RELEASE: 7.3" notice, a link "[Enter CRN Directly]", and a logo for "powered by SUNGARD HIGHER EDUCATION". The browser status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

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12. After you select a new CRN and click submit, it will take you back to the “Faculty Services” screen. Click on “Unofficial Withdrawal Roster/Attendance Reporting” again to go back into your attendance roster for the CRN you recently selected.



13. Repeat the steps above to successfully complete attendance reporting for all other classes.