

## Quick Directions for Reporting Attendance on Spectrum

Go to Spectrum

Select Faculty Tab

Open Banner Self-Service

Open Faculty and Advisors

Choose Attendance Reporting

Select Term

Fall 2007 – submit

Select CRN (all of your classes should be available to you) – submit

In the Attendance column for each student:

- **If they are attending choose Y** (It may already be chosen for all students as the default)
- **If they never attended choose N** – you do not have to choose a date.
- **If they stopped attending choose S** – you must **put in their last date attended** – use the format of the date in the far right column.

Go back and make sure you have one of these for all students. Hit submit and go to your next class.

Notes: you can change the attendance information if a student's status changes, e.g., they start attending when they had not previously.

If you have other questions go to the long directions at:

[http://www.enrollment.memphis.edu/registrar/fac\\_selfserv/attendance.html](http://www.enrollment.memphis.edu/registrar/fac_selfserv/attendance.html)