M E M O R A N D U M

DA: July 1, 2019

FR: Tracee Smith
Registrar & Director of Student Records

TO: Deans and Chairs

RE: UW Reporting

As a student success initiative, all instructors are responsible for reporting students who have not attended class (no-shows) by submitting a "UW" via BANNER Online Services. The deadline for submitting all no shows or "UW" grades will be at 10:00 a.m. on Wednesday, July 3, 2019. The Office of Student Records has opened the portal today and instructors may proceed with submitting the "UW" grades. Listed below are instructions on how to access the class schedule via BANNER Online Services.

BANNER Online Services: Recording "UW" grades
- Go to www.alcorn.edu
- Click on Faculty/Staff
- Click on BANNER Online Services
- Login (ID number and Password)
- Click on "Faculty Services"
  - Select "Term Selection" and Submit
  - Select CRN Selection and Submit
- Select "Summary Class List"
- Go to the column "Midterm"
  - Click on "Enter"
  - Go to the "Grade" column
    - Click on the drop down arrow and select "UW" for the students who have not attended class
- Once all "UW" grades are selected for the class, click Submit
- Repeat the process beginning at "Select CRN Selection and Submit" if there are additional classes.

Reporting online students for non-attendance
Log on to Canvas. Select the class. Click on "People". Scroll down your list of students while observing the "Last Activity" column. If you do not see any activity (date or time) for your student, then the student has not attended class this semester. *Students with no activity will have an empty space.*

Once all students - who have not attended class - are identified, follow the instructions above and record the "UW" grade in BANNER Online Services.

Please share this communication with your instructors.