How to... Report No-Showes

Students must attend class at least once during the no-show period, or they are reported as a no-show. To view the no-show attendance/reporting period, review the GPC Academic Calendar at: http://www.gpc.edu/calendar/academic/. For online classes, attendance is defined as logging into the class. If a student logs in at least once during the no-show period (even for just one second), the student is considered to have attended the class and should not be reported as a no-show. The no-show reporting portal will be open for a specific time period, and no-shows must be reported during this time. Students who have not logged into your iCollege course by the end of this period need to be reported (in the SIS system) as a no-show and denied access to the class. Do not unenroll no-show students from your grade book; instead, simply deny them access.

To determine if a student has logged into your class, follow these steps:
1. Make sure you are in Teach mode.
2. Click Tracking on left toolbar.
3. Select the last radio button, Student Tracking.
4. Select the date range for the no-show period (you can type in the boxes to adjust the date & time).
5. Select the Run Report button.

On the resulting screen, you should look at the First Access column. The date that each student first accessed your class will be listed. If that column is blank, then the student did not access your class during this period and should be reported as a No Show.

Once you determine your no-shows, you should DENY ACCESS (NOT UNENROLL) to them immediately. A No Show student should not be permitted to continue in your class.

To deny access to a student from your class, follow these steps:
1. Click Grade Book at the bottom left of your screen.
2. Click the dropdown arrow next to the student’s name you want to unenroll.
3. Click Deny Access.
It is very important that you are accurate in your reporting. Financial Aid is affected, and if a student is incorrectly reported, they may not be able to get their aid returned. On the other hand, if a student is not reported and should be, then they have to go through a lengthy process at the end of the semester to try to get a refund.

ENTERING “NO SHOWS” TO SIS SYSTEM- DIRECTIONS

Before beginning the process of BANNER WEB based “no show” entry, make sure you have the following information available:
- Attendance records for all courses (including log-ins for online courses!)
- Your social security number
- Your PIN (this is your employee identification number. It is located on the top left side of your paycheck stub under the heading of Employee Information). It is a six-digit number. Example: 000001. If this number does not work, try the last six digits of your SS#. If that doesn’t work, try your birth date in MMDDYY format.

To enter a no-show into SIS, follow these steps:
1. Go to - http://facstaff.gpc.edu/.
2. Click on “SIS.”
3. Click on “Enter Student Information System.”
4. Enter your GPC-ID “900” number.
5. Enter your “PIN.”
6. Click “CONTINUE” at the bottom-right.
7. Click the “Faculty Services Tab.”
8. Click “NO Show Reporting.”
9. Select a Term (the current one).
10. Click “Submit.”
11. Click the CRN (from the drop down menu. If it doesn’t have one, Type it in).
12. Click “Submit.”
13. You should get the Mid-Term Grade Worksheet.
14. Go to the “GRADE” column (the 6th one from the left) and click on the down arrow.
15. It will give you a drop down menu.
16. If that student is a no show, change the window to “NS.”
17. If the student has been to class (and is NOT a no-show), do nothing and leave it as is.

NOTE: Even if you have 0 no shows, you still must go through this process in SIS.

Please continue to compare your iCollege grade book roster with the SIS roster.
When you see that a student has been dropped from SIS, please deny them access to your class by following the steps above.

If You Cannot Get into SIS to Enter No-Shows or Grades

1. Click here and review the steps.
2. If you have forgotten your password, you can go to the SIS login page at https://sis.gpc.edu/pls/PROD/twbkwbis_P_GenMenu?name=homepage, click on “Enter Student Information System,” enter GPC ID, and click “Forgot PIN?”
3. If you still cannot get into the SIS system, contact Enrollment and Registration Services to have it reset.

NOTE: The Service Desk does not have access to reset this password.