

No Show/Instructor Drop

Title V, section 58004 requires that instructors track student attendance and remove students who are not in attendance (No-Shows) from their rosters.

After a student is designated a No-Show, that student's name will remain on the class roster and a No-Show designation will appear next to the student's name:

•	•	•	@0	[Redacted]	[Redacted]	3.00	Registered--Web / Jul 14, 2016
•	•	•	@0	[Redacted]	[Redacted]	3.00	Registered--Web / Jul 18, 2016
•	•	•	@0	[Redacted]	[Redacted]	3.00	Registered--Web / Jul 12, 2016
			@0	[Redacted]	Patrick A.	0.00	No Show / Aug 29, 2016
•	•	•	@0	[Redacted]	[Redacted]	3.00	Registered--Web / Jul 14, 2016
•	•	•	@0	[Redacted]	[Redacted]	3.00	Registered--Web / Aug 18, 2016
•	•	•	@0	[Redacted]	[Redacted]	3.00	Registered--Web / Aug 02, 2016

Students who appear on class rosters and have the No-Show designation are no longer enrolled in your course.

Roster Confirmation/No-Shows

To confirm a class roster and designate students as No-Shows, please follow the instructions below:

1. **Sign in** to myGateway using your banner number (without the "@") and PIN.
2. Click on **WebStar**.
3. Click on **Faculty Services** tab.
4. Click on **Faculty & Advisors** link.
5. Click on **Drop/Withdraw Students from a Class List**.
 - a. Select a **term** in the drop down list and click on **submit**.
 - b. Select the **CRN** from the drop down list and click on **submit**.

The screenshot shows the top navigation bar of the myGateway system with tabs for Main Menu, Personal Information, Register for Classes, Student Records, Financial Aid, Employee Services, and Faculty Services. Below the navigation bar is a search field with a 'Go' button and a 'RETURN TO MENU' link. A message reads: 'Select the Term for processing then press the Submit Term button.' Below this is a dropdown menu labeled 'Select a Term:' with 'Summer 2014' selected and a 'Submit' button.

The screenshot shows a message: 'Please enter the CRN you wish to access, or select a different term'. Below this is a dropdown menu labeled 'CRN:' with 'COUN 140 C 004: Educational Planning, 30683 (17)' selected and a 'Submit' button.

6. A Registration Drop/Withdraw roster will appear with instructions at the top.

a. The drop and withdraw periods for your CRN appear on the left.

Drop/Withdraw periods for CRN 30583			
Action	Description	Start Date	End Date
Drop	No Show (Attend at least once)	Jun 30, 2014	Jul 22, 2014
Drop	No Show	Jun 30, 2014	Jul 22, 2014
Withdraw	Withdrawal--Instructor	Jul 23, 2014	Jul 23, 2014

On the right side, in the red block, it will tell you the deadline date for drop confirmations.

Confirm all inactive enrollments (no shows) have been dropped for CRN 30583
 Status: NOT Confirmed (confirmation required by Jul 22, 2014)

b. Under the drop dates will be the CRN, class title and roster. Radio (round) buttons appear next to the names of students eligible for instructor drop. Based on whether or not a student attended at least one course meeting, click on the applicable radio button to drop a student:

- Drop No Show – they never attended any class –or–
- Drop No Show – they attended at least once.

c. When all drops have been selected, click on the **Submit Changes** button. You will then be asked to confirm your changes.

Do not drop	Drop: No Show (Never attended)	Drop: No Show (Attended at least once)	Student ID	Stu
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	@0	Ami
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	@0	Arn
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	@0	Gal
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	@0	Gal
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	@0	Seg
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	@0	Soti
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	@0	Spq

Submit Changes Reset

d. The next screen asks you to **verify the student(s)** you selected to drop. It lists the type of drop, student name and number.

- If the list is correct, click on **YES to confirm**.
- If **NOT** correct, click on **NO** to be brought back to the class roster on the previous screen.

Confirm Registration Drop/Withdraw

Verify the selected No Show drops.
 Click the 'YES' button to apply them.
 Click the 'NO' button to return to the main page without updating.

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No Show Drop Type	Student ID	Stu
Never attended	@0	Son

Confirm No Show Drops

YES NO

e. After confirming the no show drops, you are taken back to the class roster. Everyone that you dropped is listed at the bottom of the roster and there aren't any radio buttons for those students. You can also verify the student's registration status in the column on the right hand side.

Do not drop	Drop: No Show (Never attended)	Drop: No Show (Attended at least once)	Student ID	Student Name	Credits	Reg. Status/Date
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	@0	Harrisstrawn, Jon-Erik	2.00	Registered--Web / Jun 28, 2014
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	@0	Olson, Chris W.	2.00	Registered--Web / Jun 25, 2014
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	@0	Pesca, Philip	0.00	No Show (Attend at least once) / Jul 29, 2014
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	@0	Sidhu, Sukhvir S.	0.00	No Show / Jul 29, 2014

f. Click on the **Confirm Roster** button to confirm that all inactive enrollments have been dropped from your class roster. You may continue to drop additional students if needed by the no-show drop deadline.


Confirm all inactive enrollments (no shows) have been dropped for CRN 30683
 Status: NOT Confirmed (confirmation required by Jul 22, 2014)

After all drops have been completed, in compliance with Title 5, section 58004, click on the Confirm Roster button below to confirm that your roster has been cleared of any inactive enrollments.

Confirm Roster

- g. The next screen says that you have reviewed your roster and cleared it of all inactive enrollments. It shows you the student(s) that were dropped and their drop date. **If correct, click on YES.** If incorrect, click on NO.

Confirm Registration Drop/Withdraw : Summer 2014

 In compliance with Title 5, section 58004, I have reviewed my roster and cleared it of any inactive enrollment. By clicking on the **Yes** button at the bottom of this page, I certify that this is true and accurate to the best of my knowledge.

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Instructor **No Show Drops:**

Student ID	Student Name	Credits	Reg. Status/Date
@01 	Song, Conan M.	0.00	No Show / Jul 21, 2014

Confirm Roster


- h. After confirming, the red box with the deadline date goes away and is replaced by a blue box showing the date that the roster was confirmed.







Confirm all inactive enrollments (no shows) have been dropped for CRN 30583

Status: Confirmed Jul 21, 2014

7. To select another CRN **click on the Faculty Services tab.** This takes you back to the list of services available to faculty members.

- a. Click on the option **CRN Selection link** (this takes you back to your list of CRNs). **Select the CRN** you want and click on **Submit**. This takes you back to the Faculty Services tab.
- b. Click on the **Drop/Withdraw Students from a Class List** option and you will get the roster for that CRN.

 **Faculty Services**

-  [Printable Attendance Ros](#)
Printable attendance roster for sel
-  [Printable Grade Record](#)
A printable grade record sheet for
-  [Class Roster](#)
-  [CRN Selection](#)
-  [Student Transcripts and](#)
View a student's transcript to che
-  [Wait List](#)