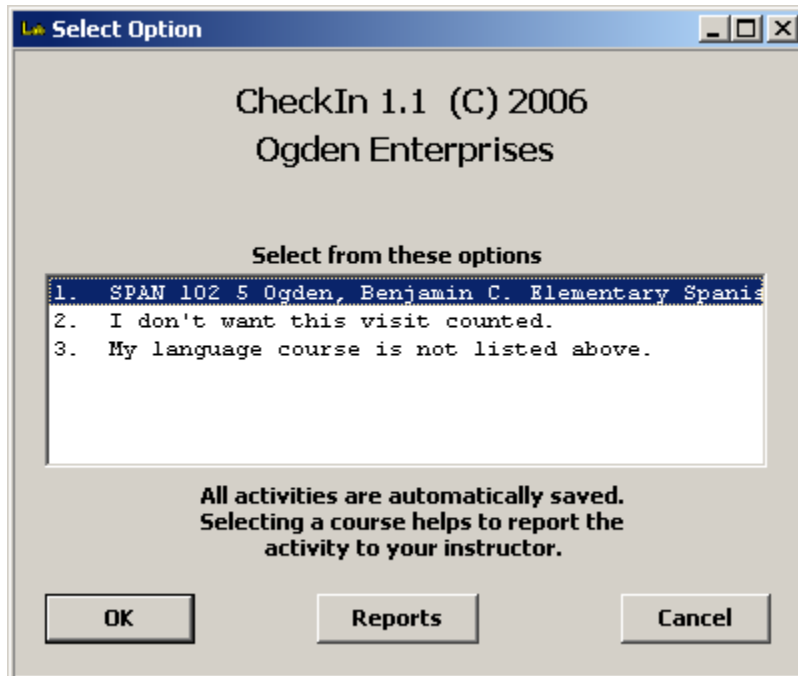


## Accessing Attendance Reports

As a student, you may access a report on your attendance, peer learning, audio tapes, etc., using the gray bar menu program at any time. Just follow these steps:

- 1) Open the gray bar menu program.
- 2) Click on one of the gray bars as though you are going to run a program. Login with your Banner ID number. You will get the following screen:



- 3) Click on the "Reports" button to get the screen in the picture below:

Student Report

Student ID Number:

Include activity:  Audio  Computer  Copy  
 All  Peer Learning  Video

- 4) Check or uncheck the “All” box, or any of the other boxes, Audio, Peer Learning, etc. and then click on Create Report.