

## **Entering No-Shows into Banner (SSB) and D2L**

**STEP 1:** Entering No-Shows is a two-step process, your role is not finished until **both** items are completed.

- 1. Login to <u>http://my.pikespeak.edu</u> and continue to the Portal.
- 2. Select the "Post Final Grades/ No Shows" button on your dashboard.



3. On the next screen, select the current term – and press "Submit"

🖄 PIKES PEAK STATE COLLEGE 📃	
Personal Information Faculty & Advisor Employee Finance	
Search Go	RETURN TO MENU SITE MAP HELP EXIT
Term Selection	
Select a Tern Fall 2018	
Submit	

4. Then select the course for which you intend to enter grades – and press "Submit"

#### FOR ENTERING NO SHOWS

1. While on the final grades page, enter "0" (Zero) in the attended hours column next to students that

are no-shows for your course. Leave all other entries blank.

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Personal Informatio	n Faculty & Adviso	Employee	Finance						
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Final Grades									S02130957 Alberto Teixeira Summer 2017 May 14, 2017 07:34 pm Your current Institution is PPCC
Enter final grade	s. If entering a grade o	of "F", you must a	ilso enter the Last Attend	Date.					
For no-shows, er	nter the number "0" in	the Attend Hours	field.						
Course Information Advanced Academic CRN: Students Registered Please submit the Final Grades	n 2 Achievement - AAA 12 1: 20 e grades often. There is	109 020 455 5 a 30 minute time	limit starting at 07:34 pm	on May 14,	2017 for this page.				
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2	9	SC 3.00	00 **Web Registered** May 09, 2017	None	•	0.00	Ď	0	
3	one Sinder S	SC 3.00	00 **Web Registered** May 08, 2017	None V	۱		39	0	
4		SC3.00	00 **Web Registered** Apr 11, 2017	None V	1		30	0	
5	9	SC 3.00	00 **Web Registered** Mar 30, 2017	None ▼ N	1		19	0	

- 2. After selecting "*submit*," at the bottom of the page, ensure there are no error messages. "Attended Hours" will change from 0 to 0.00 when submitted correctly.
- 3. Your Banner submission is complete, proceed to Step 2 below.

#### **STEP 2: SUBMIT ELECTRONIC COPIES TO THE BTPS DIVISION SHELL IN D2L**

 While still on your final grades page, right click on the screen and select "Print" – or press Control (CTRL) and "P".

\*Note: Depending on your web browser, the following screens might appear slightly different – but the fundamental steps are the same.

- 2. After the print screen appears, select Change Printer:
- 3. Depending upon your internet browser (Chrome, Firefox, Internet Explorer), follow the below steps...
  - a. (If using the <u>Google Chrome Browser</u>) Select "Adobe PDF" or "Save as PDF" or "Print to PDF"

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b. (If using the Mozilla Firefox Browser) – Select "Adobe PDF" or "Save as PDF" or "Print to PDF"

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a. (If Using Internet Explorer) – Select "Adobe PDF" or "Save as PDF" or "Print to PDF"

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Enter either a single page number or a single page range. For example, 5-12	
Print	Cancel Apply

- 4. A prompt will appear after selecting print that will ask you to select a location for your new PDF file.
- 5. Please name your file to include Your Course, Section, and Name. Save the file on your computer in a location that is easy to find. The following example is ideal:

Ex: BUS 115.101 - No Show Submission - John Schooley

## Continue to the next page for instructions on how to post No-Shows to the BTPS Division shell.

6. Log into D2L and select the current BTPS Division shell from your home screen



7. Select the "Assignments" tab



8. Select the appropriate submission folder for the No-Shows you are submitting:

	BTPS Division 2023-2024		₽ Å	DW Dat	nielle White දිටු
Course	Home Content Assignments Discussions Quizzes Grades	Classlist More Tool	s 🗸 Resource	es 🗸	
Assi	gnments				Help
New	ssignment Edit Categories More Actions 🗸				
🖉 Bull	Edit				
	Assignment	New Submissions	Completed	Evaluated	Feedback Published
	No Category				
	Summer 2023 - Syllabus Submission Folder v Due on May 30, 2023 11:59 PM	61	38/127	0/127	0/127
5	Summer 2023 - No Show Folder Due on Jun 5, 2023 11:59 PM	49	36/127	0/127	0/127
	Summer 2023 - Final Grades and Attendance Folder v Due on Aug 9, 2023 5:00 PM	67	39/127	0/127	0/127

9. Add required files by selecting "Add a File"



10. Select "My Computer" and "Upload" to select your files.

Add a File - BTPS Division 2023-2024 - Colorado Community College  $\ \times$  System



# Add a File - BTPS Division 2023-2024 - Colorado Community College $\ \times$ System

Drop files here	, or click below!	
🕥 Upload		
You can upload	I files up to a maximum of 2 GB.	

### 11. Select your No Show Submission files – and then select "Open"

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12. Ensure that all of your submission files are uploaded and select "Add"

@ U	pload			
BUS 1:	15.101 - No Sh	ows - Alber (1.2	6 MB) 🗙	

- 13. Add a comment on your submission screen with your: course and section information, and your name.
- 14. After confirming that your files have been uploaded and comments completed, select "Submit".

ubmission Folder									
Summer 2018 - No Show Su	bmissions								
nstructions									
No Show Due Dates									
0 Week F10 Summer Seme	ter (May 29 -	Aug 5) - D	ue Monda	y, June 4th					
lst Bi Semester (May 29 - Ju	l 1) - Due Thi	irsday, Ma	y 31st						
2nd Bi Semester (Jul 2 - Aug	5) - Due Thu	sday, July	5th						
Weekend College (Jun 1 - Au	ig 5) - Due W	ednesday,	June 6th						
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May 29, 2018 8:00 AM									
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un 4, 2018 5:00 PM									
Submit Files									
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1) file(s) to submit									
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BUS 115.101 - No Shows -	Alberto Teixe	ra.pdf (1.2	6 MB) 🗙						
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