



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 <http://my.pikespeak.edu> and continue to the Portal.
2. Select the “**Post Final Grades/ No Shows**” button on your dashboard.

The screenshot shows the Pikes Peak State College dashboard. At the top, there is a navigation bar with the college logo and the text 'PIKES PEAK STATE COLLEGE'. Below this, there are tabs for 'Dashboard', 'Student Life', 'Employee', 'Faculty', 'Resources', and 'Forms'. A search bar and links for 'My Sites', 'Reset My Password', and 'Fac/Staff Email' are also visible. The main content area is titled 'Dashboard' and contains a section for 'Faculty Tools'. This section includes several icons with labels: 'Navigate', 'Faculty Detail Schedule', 'Summary Class List', 'Post Midterm Grades', 'Post Final Grades/No Shows' (circled in red), 'D2L', 'Student Records', 'View Advisee List', and 'Look Up Classes/Class Search'. There is also a 'Common Course Number System' link at the bottom left.

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

The screenshot shows the 'Term Selection' screen. At the top, there is a navigation bar with the college logo and the text 'PIKES PEAK STATE COLLEGE'. Below this, there are tabs for 'Personal Information', 'Faculty & Advisor', 'Employee', and 'Finance'. A search bar and a 'Go' button are visible. The main content area is titled 'Term Selection' and contains a dropdown menu labeled 'Select a Term' with 'Fall 2018' selected (circled in red). A 'Submit' button is located below the dropdown menu. In the top right corner, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'.

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.**

PIKES PEAK STATE COLLEGE

Personal Information Faculty & Advisor Employee Finance

Search [] Go RETURN TO MENU SITE MAP HELP EXIT

S02130957 Alberto Teixeira
Summer 2017
May 14, 2017 07:34 pm
Your current Institution is PPCC

Final Grades

Enter final grades. If entering a grade of "F", you must also enter the Last Attend Date.
For no-shows, enter the number "0" in the Attend Hours field.

Course Information
Advanced Academic Achievement - AAA 109 020
CRN: 12455
Students Registered: 20

Please submit the grades often. There is a 30 minute time limit starting at 07:34 pm on May 14, 2017 for this page.

| Record Number | Student Name | ID | Credits | Registration Status | Grade | Rolled | Last Attend Date MM/DD/YYYY | Attend Hours 0-999.99 | Registration Number |
|---------------|--------------|----|---------|------------------------------------|-------|--------|--------------------------------|--------------------------|---------------------|
| 1 | | SC | 3.000 | **Web Registered** Mar 29, 2017 | None | N | | | 11 |
| 2 | | SC | 3.000 | **Web Registered** May 09, 2017 | None | N | | 0.00 | 31 |
| 3 | | SC | 3.000 | **Web Registered** May 08, 2017 | None | N | | | 39 |
| 4 | | SC | 3.000 | **Web Registered** Apr 11, 2017 | None | N | | | 30 |
| 5 | | SC | 3.000 | **Web Registered** Mar 30, 2017 | None | N | | | 19 |

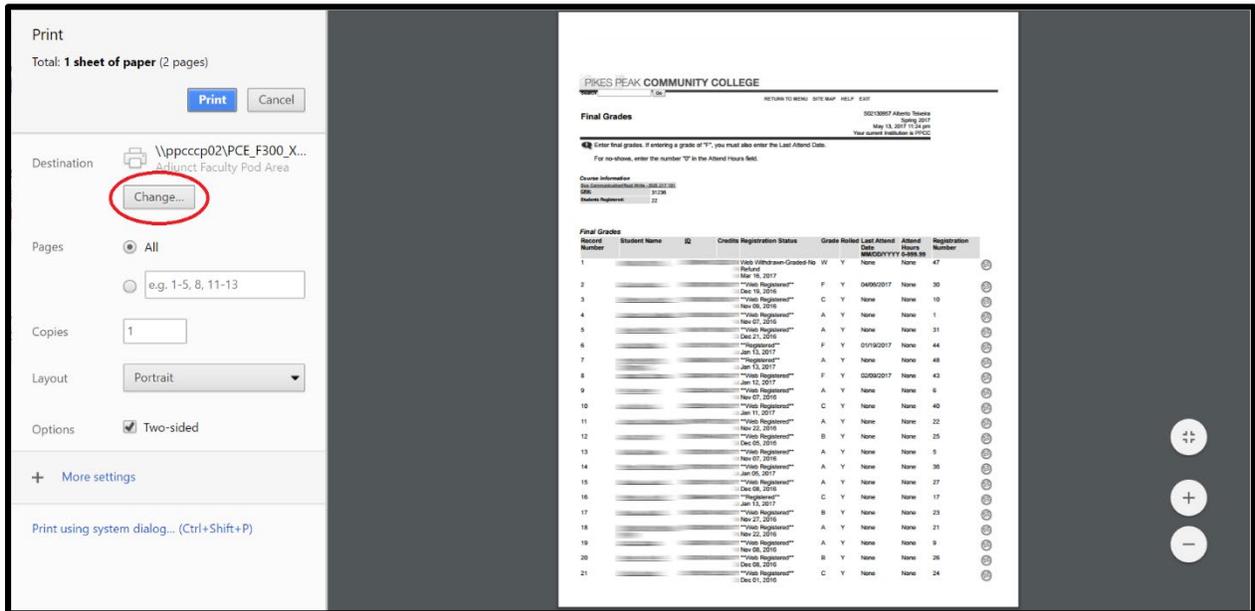
2. After selecting "**submit**," at the bottom of the page, ensure there are no error messages. "Attended Hours" will change from 0 to 0.00 when submitted correctly.
3. Your Banner submission is complete, proceed to Step 2 below.

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

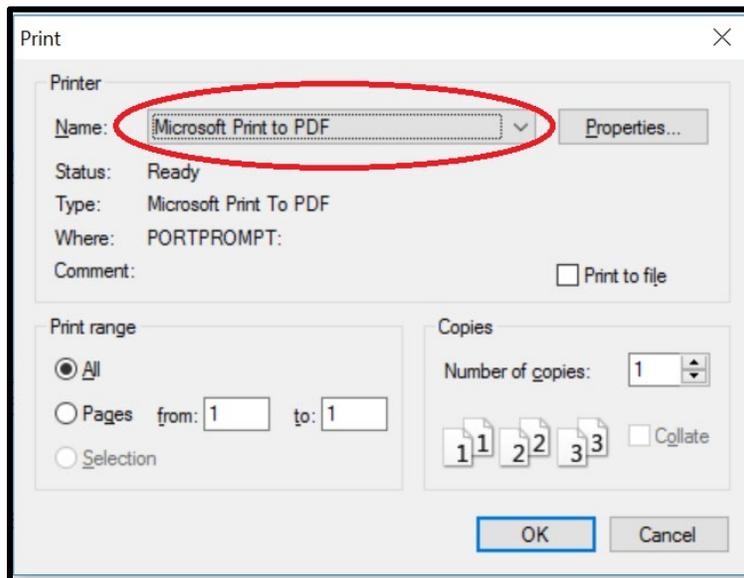
1. While still on your final grades page, right click on the screen and select "Print" – or press Control (CTRL) and "P".

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

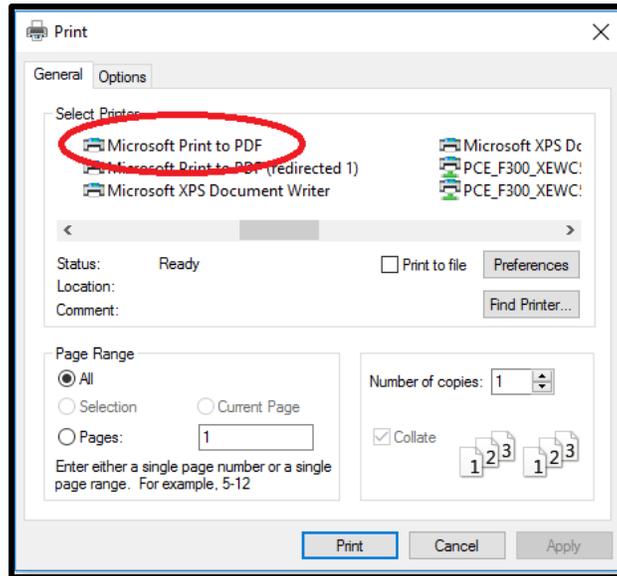
2. After the print screen appears, select Change Printer:
3. Depending upon your internet browser (Chrome, Firefox, Internet Explorer), follow the below steps...
 - a. (If using the Google Chrome Browser) – Select “Adobe PDF” or “Save as PDF” or “Print to PDF”



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



- a. (If Using **Internet Explorer**) – Select “Adobe PDF” or “Save as PDF” or “Print to PDF”

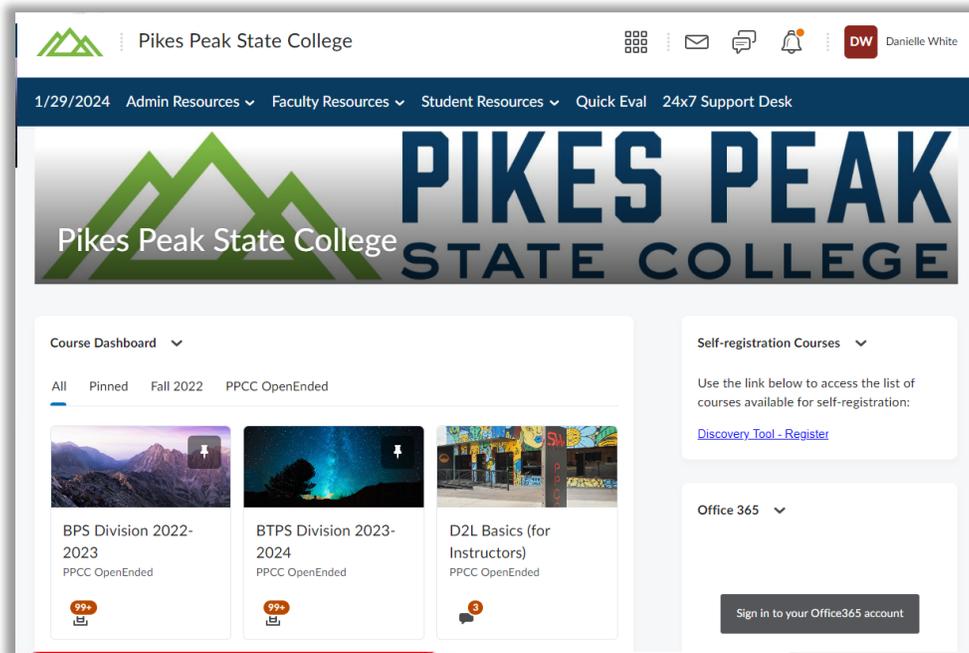


4. A prompt will appear after selecting print that will ask you to select a location for your new PDF file.
5. Please name your file to include Your Course, Section, and Name. Save the file on your computer in a location that is easy to find. The following example is ideal:

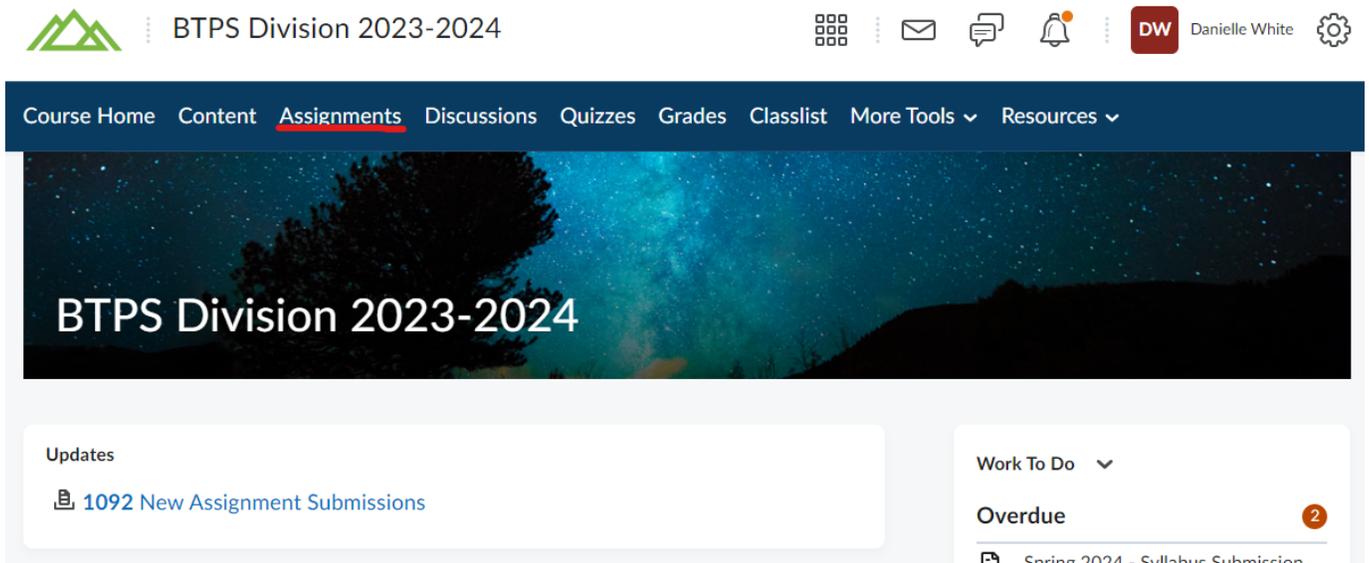
Ex: BUS 115.101 – No Show Submission – John Schooley

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:

The screenshot shows the Canvas LMS interface for the BTPS Division 2023-2024 course. The 'Assignments' page is displayed, featuring a table with the following data:

| | Assignment | New Submissions | Completed | Evaluated | Feedback Published |
|--------------------------|--|-----------------|-----------|-----------|--------------------|
| | No Category | | | | |
| <input type="checkbox"/> | Summer 2023 - Syllabus Submission Folder Due on May 30, 2023 11:59 PM | 61 | 38/127 | 0/127 | 0/127 |
| <input type="checkbox"/> | Summer 2023 - No Show Folder Due on Jun 5, 2023 11:59 PM | 49 | 36/127 | 0/127 | 0/127 |
| <input type="checkbox"/> | Summer 2023 - Final Grades and Attendance Folder Due on Aug 9, 2023 5:00 PM | 67 | 39/127 | 0/127 | 0/127 |

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

The screenshot shows the 'Submit Assignment' page for the 'Summer 2023 - No Show Folder'. The page includes a 'Files to submit' section with the following text:

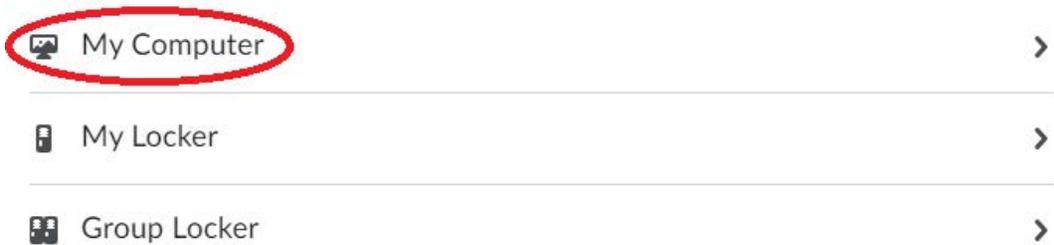
Files to submit *
(0) file(s) to submit

After uploading, you must click Submit to complete the submission.

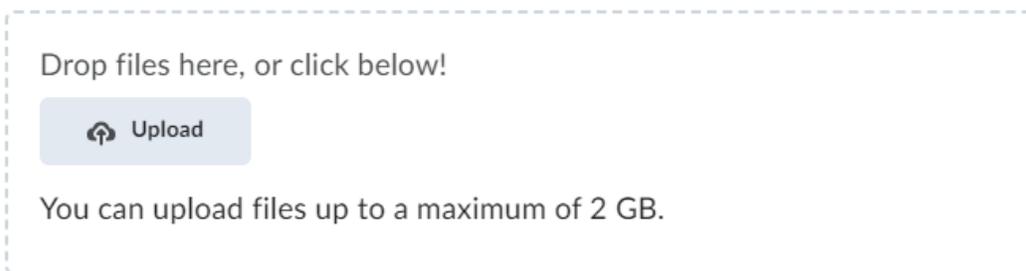
The 'Add a File' button is circled in red.

10. Select “My Computer” and “Upload” to select your files.

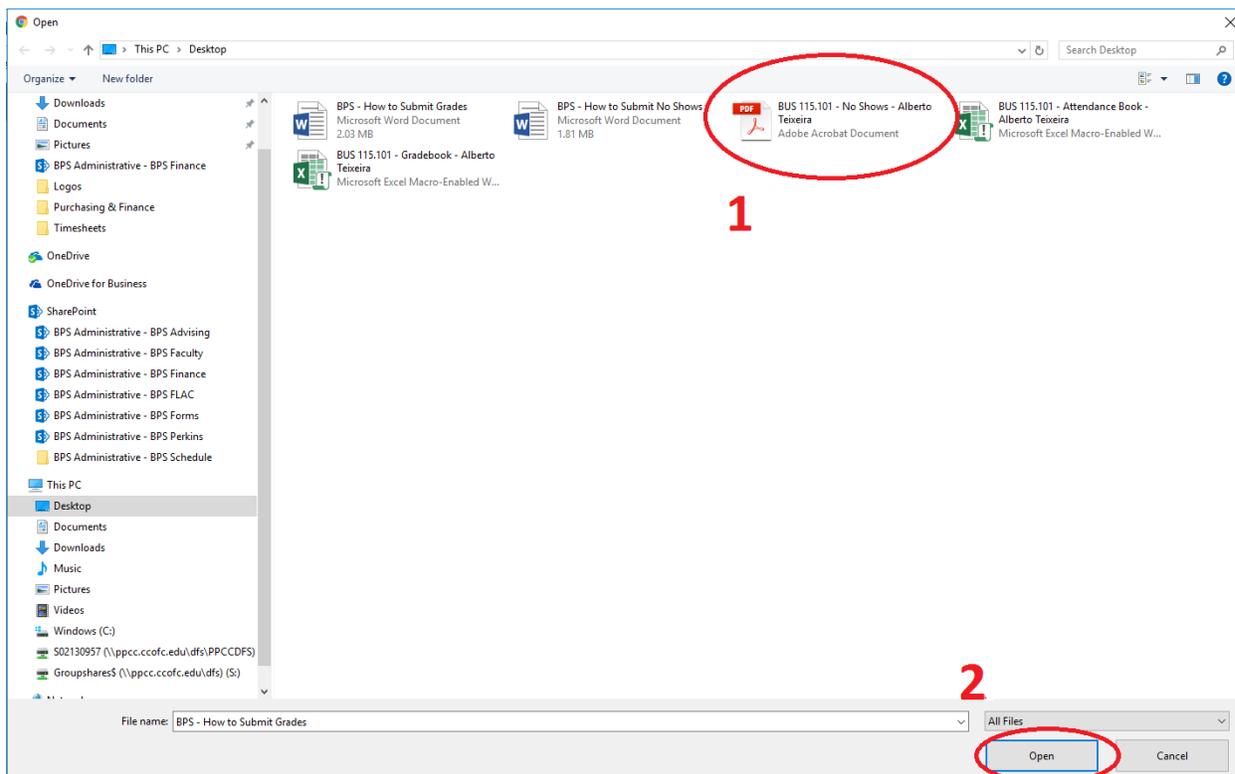
Add a File - BTPS Division 2023-2024 - Colorado Community College System



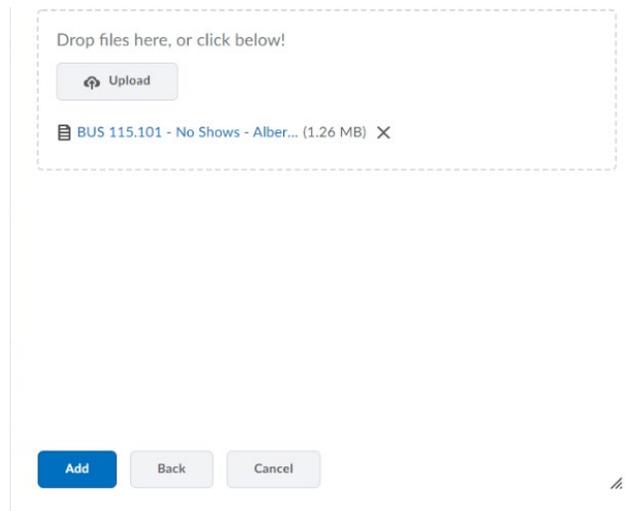
Add a File - BTPS Division 2023-2024 - Colorado Community College System



11. Select your No Show Submission files – and then select “Open”



12. Ensure that all of your submission files are uploaded and select **“Add”**



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”**.

