

### **(Detailed Attendance Record)**

#### **Attendance-Accessing Teacher Candidate Documentation**

(See directions below for University Supervisors to access candidates' attendance records.)

1. Log into **Banner**
2. **@GO To:** Enter the code-**WEDP106**
3. Click **Enter**
4. Click **Run Report** button
5. You will see the  
**Attendance Documentation for Education Field Experiences Attendance Window**
6. **Term Code:** Select term
7. **Student ID:** (optional)Put in 927 # for a specific ASU student
8. **Course:** Select course
9. **Course Section:** Enter course section or leave blank to see all sections  
(Use capital letters or you will get a blank page.)
10. Click **Submit Query** button  
*(If the page is blank then no one has submitted attendance yet.)*

### **(Summary Attendance Record)**

#### **Attendance-Accessing Teacher Candidate Documentation**

(See directions below for University Supervisors to access candidates' attendance records.)

1. Log into **Banner**
2. **@GO To:** Enter the code-**WEDP107**
3. Click **Enter**
4. Click **Run Report** button
5. You will see the **Education Field Experience Attendance Window**
6. **Term Code:** Select term
7. **Course:** Select course
8. **Course Section:** Enter course section or leave blank to see all sections  
(Use capital letters or you will get a blank page.)
9. Click **Submit Query** button  
*(If the page is blank then no one has submitted attendance yet.)*