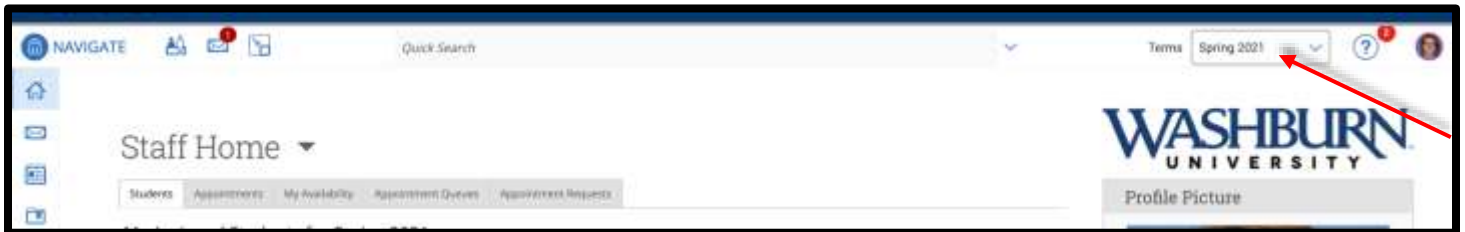


## Navigate: How to Record Class Attendance

1. Once you have logged in to Navigate, adjust your term in the upper right-hand corner.



2. Make sure your **Home** screen is set to your **Professor Home**, if it is not, click the menu button to select **Professor Home**.



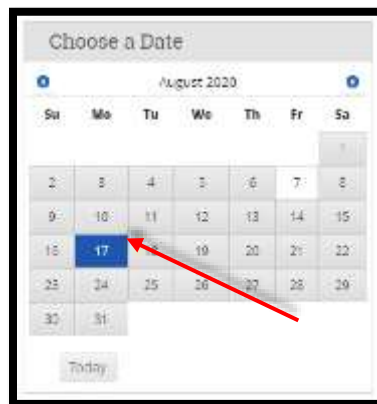
3. Click the **Record My Class Attendance** link in the **Quick Links** box.



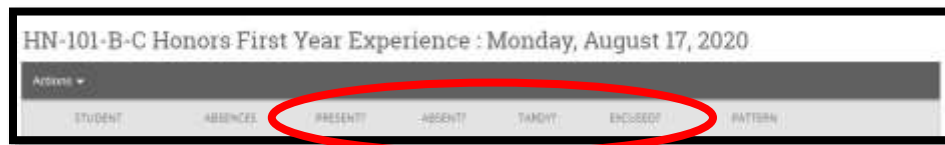
- From the **Course Attendance** box, select the course you need to record attendance for.



- Scroll down below the **Course Attendance** box until you see the **Choose a Date** calendar. Select the date for which you need to record class attendance.



- Scroll up until you see your class roster appear, with the options to record **Present?**, **Absent?**, **Tardy?**, or **Excused?**.



- If you wish to only record those who are **Absent?**, you can click the check box at the bottom of the roster to **Mark Remaining Present**.

HN-101-B-C Honors First Year Experience : Monday, August 17, 2020

STUDENT	ABSENCE	PRESENT	ABSENT	TARDY	EXCUSED	PATTERN	ACTION
Student 1	0/00	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Student 2	0/00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Student 3	0/00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Student 4	0/00	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Student 5	0/00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Student 6	0/00	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Student 7	0/00	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Student 8	0/00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report
Student 9	0/00	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report

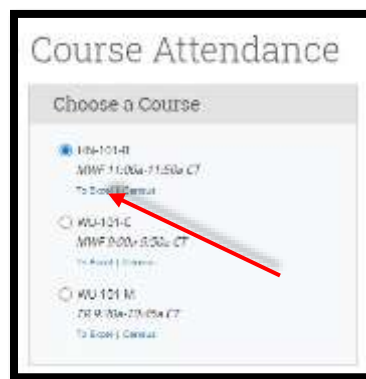
Mark Remaining Present

Present Absent Tardy

8. Click the **Save Attendance** button before leaving this screen.



9. If you would like to see your course attendance through an Excel spreadsheet, click the **To Excel** link located below your course, in the **Course Attendance** box.



10. Your Excel spreadsheet will include a **Legend** for each of the attendance markers.

**HN-101-B-C Honors First Year Experience**

Professors: Professor X  
 Printed On: 2020-08-07T08:40:34.000

Total # of Enrollments: 34  
 Total Drops: 1  
 Total No-Shows: 0

**Legend:**

- Student Marked Present for Course
- # Absent - with the number being the absences occurrence
- (e) Excused
- Last Day of Attendance
- Attendance with a Comment (click the handle to view)

Student	Enrollment Status	Total Absences	# of Excused Absences	8/17/2020	8/19/2020	8/21/2020	8/24/2020	8/26/2020	8/28/2020	8/31/2020	9/1/2020	9/3/2020	9/7/2020	9/11/2020	9/14/2020
Student 1	Dropped	0	0												
Student 2		0	0												
Student 3		0	0												
Student 4		0	0												
Student 5		0	0												
Student 6		0	0												
Student 7		0	0												
Student 8		0	0												
Student 9		0	0												
Student 10		0	0												
Student 11		0	0												