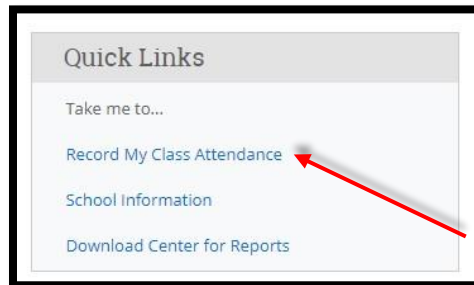


## Navigate: How to Record Class Attendance

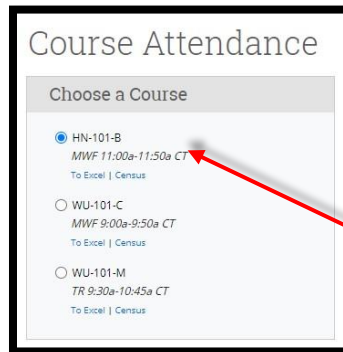
- Once you have logged in to Navigate, make sure your **Home** screen is set to your **Professor Home**, if it is not, click the menu button to select **Professor Home**.



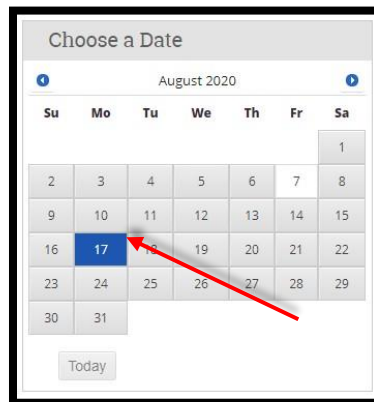
- Click the **Record My Class Attendance** link in the **Quick Links** box.



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



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



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



6. 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**.

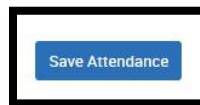
HN-101-B-C Honors First Year Experience : Monday, August 17, 2020

STUDENT	ABSENCES	PRESENT?	ABSENT?	TARDY?	EXCUSED?	PATTERN	Report
Student 1	0/0	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		<a href="#">Add Progress Report</a>
Student 2	0/0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		<a href="#">Add Progress Report</a>
Student 3	0/0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		<a href="#">Add Progress Report</a>
Student 4	0/0	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		<a href="#">Add Progress Report</a>
Student 5	0/0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		<a href="#">Add Progress Report</a>
Student 6	0/0	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		<a href="#">Add Progress Report</a>
Student 7	0/0	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		<a href="#">Add Progress Report</a>
Student 8	0/0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		<a href="#">Add Progress Report</a>
Student 9	0/0	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		<a href="#">Add Progress Report</a>

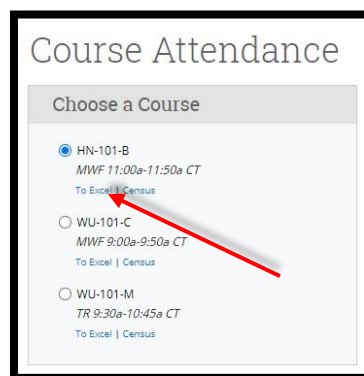
Mark Remaining Present

0 Present 5 Absent 0 Tardy

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



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



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

HN-101-B-C Honors First Year Experience																		
Professors:		Professor X		Legend:														
Printed On:		2020-08-07T08:40:34.000		<ul style="list-style-type: none"> <li>- Student Marked Present for Course</li> <li># Absent - with the number being the absences occurrences</li> <li>(e) Excused</li> <li>x Last Day of Attendance</li> <li>Attendance with a Comment (click the handle to view)</li> </ul>														
Total # of Enrollments	14	Total Absences	0	# of Excused Absences	0	8/17/2020	8/19/2020	8/21/2020	8/24/2020	8/26/2020	8/28/2020	8/31/2020	9/1/2020	9/4/2020	9/7/2020	9/9/2020	9/11/2020	9/14/2020
Student	Enrollment Status	Total Absences	# of Excused Absences															
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															