

Navigate360: Keep/Record Attendance

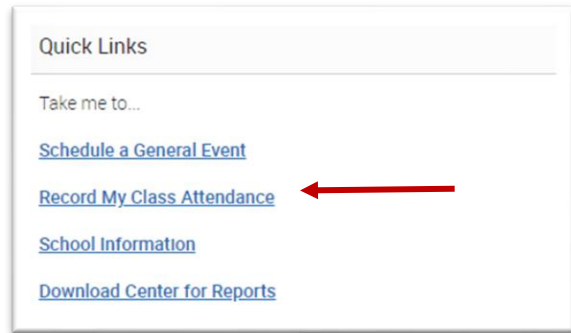
This feature is used as a way to identify at-risk students during a term and for student athlete management.

1. Open the Professor Home page

- If the staff homepage loads upon login, click the drop-down arrow next to your name and click *Professor Home*

2. Record attendance

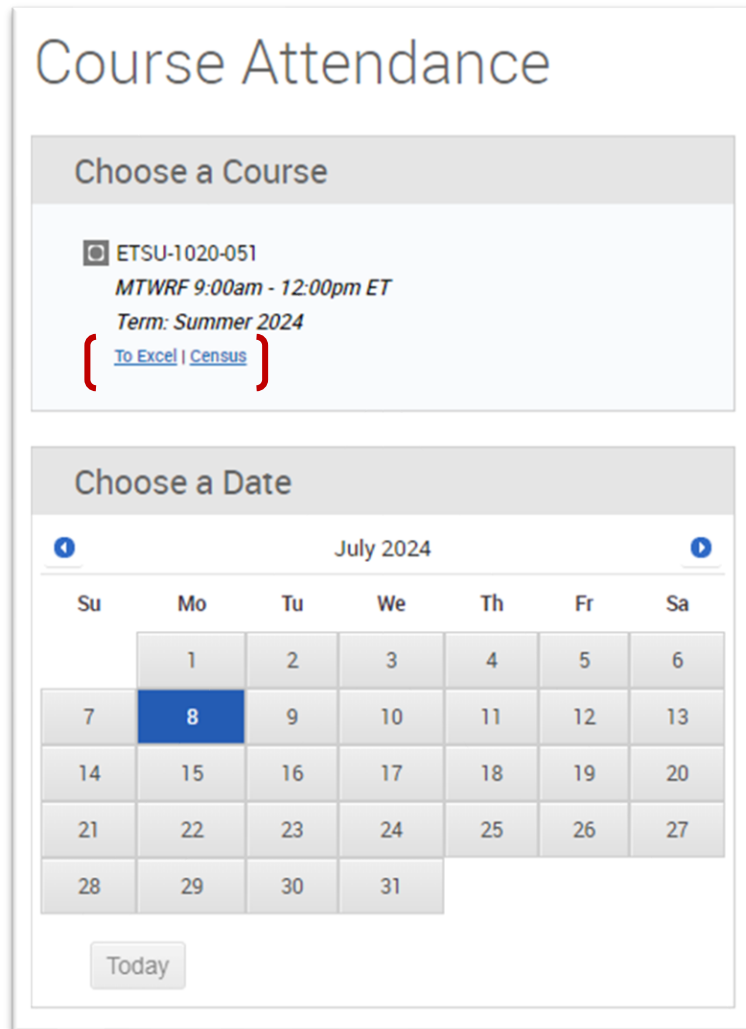
- To record attendance, click *Record My Class Attendance* under the *Quick Links* box on the right side of the *Professor Home*



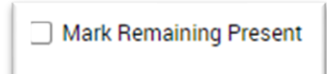
- **NOTE:** Attendance cannot be recorded for asynchronous online classes

- Select the course and date to report attendance for
- Students can be marked as *Present*, *Absent*, or *Tardy* by clicking the radio buttons under *Course Grid*.

- By marking students either *Absent* or *Tardy*, they can also be selected as *Excused*
- If a student's absence/lateness is marked as excused at the same time, the student will not be notified of their absence. If a student is marked *Absent* or *Tardy* but not excused or marked as excused later, the student receives an email about their absence, but will not receive communication if the absence is later excused.
- When Excel is opened on a professor's computer, clicking *To Excel* will open an attendance sheet in Excel. Clicking the *Census* button allows the professor to record attendance for census.
- The *Pattern* column shows the pattern of attendance for a student up to the last five recorded attendances for a course.



- **NOTE:** Students can also be marked as *Absent* or *Tardy* and the remaining students can be marked as present by clicking the *Mark Remaining Present* box underneath the grid



Continued on the next page...

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ETSU-1020-051 Foundations Of Student Success : Monday, July 08, 2024

Actions ▾						
STUDENT	ABSENCES	PRESENT?	ABSENT?	TARDY?	EXCUSED?	PATTERN
	0(0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
	0(0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
	0(0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
	0(0)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Add Progress Report
	0(0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
	0(0)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	Add Progress Report
	0(0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
	0(0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
	0(0)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
	0(0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
	0(0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
	0(0)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	Add Progress Report
	0(0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report

Mark Remaining Present

8 Present 2 Absent 2 Tardy

- After recording attendance, click the [Save Attendance](#) button. Absences can be edited or updated at any time.

