

## Faculty Directions for Taking Attendance in Navigate

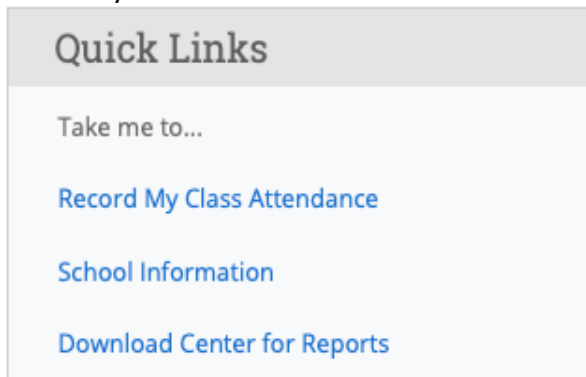
As in previous years, the Registrar will be email you and asking you to complete an attendance roster for each of your classes at the following three points in time:

1. After first class meeting
2. Second week of semester (Just before the drop deadline)
3. Tenth week of semester (before the Withdraw deadline)

This year, this function will take place in Navigate, rather than myGoucher.

### Steps for taking attendance in Navigate:

- Log into your [Navigate account](#)
- On your Navigate homepage – if it says “Staff Home” at the top, click the small arrow and move to your “Professor home” page
- On the right-hand side of the page - -you will see a “Quick Links” box. Select “Record My Class Attendance.”



- Choose the course in which you are reporting attendance, then choose the date for which you are reporting attendance.

### Choose a Course

- MUS-101-001  
*MWF 12:00p-1:10p ET*  
[To Excel](#) | [Census](#)
- MUS-204-001  
*MWF 9:20a-10:30a ET*  
[To Excel](#) | [Census](#)
- MUS-497-002  
[To Excel](#) | [Census](#)
- MUS-499-001  
[To Excel](#) | [Census](#)

### Choose a Date

ⓘ    March 2020    ⓘ

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

- Take attendance for each student. For purposes of the report which the Registrar needs at the three points in time, please select “present” or “absent” only. Do not select the “tardy” or “excused” options.

STUDENT	ABSENCES	PRESENT?	ABSENT?	TARDY?	EXCUSED?	PATTERN
<a href="#">Adkins, Alexis</a>	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<a href="#">Add Progress Report</a>
<a href="#">Candelaria-Somarrriba, Genesis</a>	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<a href="#">Add Progress Report</a>
<a href="#">Davis, Davon</a>	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<a href="#">Add Progress Report</a>
<a href="#">Estes, Virginia</a>	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<a href="#">Add Progress Report</a>
<a href="#">Foster, Julia</a>	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<a href="#">Add Progress Report</a>

- Save the attendance by clicking the save button on the bottom of the page.