

## **Navigate: How to Take Attendance**

### **Introduction**

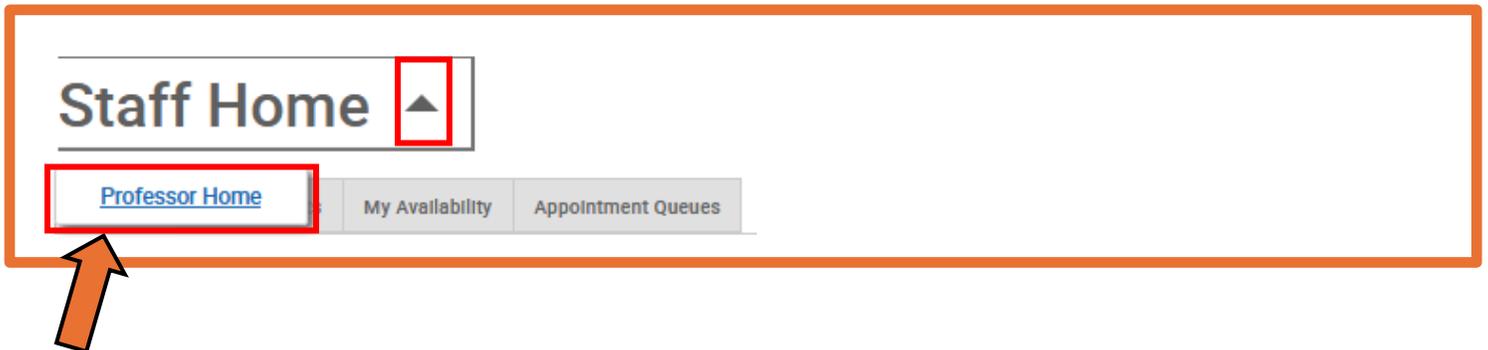
Navigate allows faculty and instructors to record attendance in the platform for in-person and online courses. This feature is frequently used along with assignment management and Progress Reports as a way to identify at-risk students during a term. This workflow is also frequently used when managing student athletes.

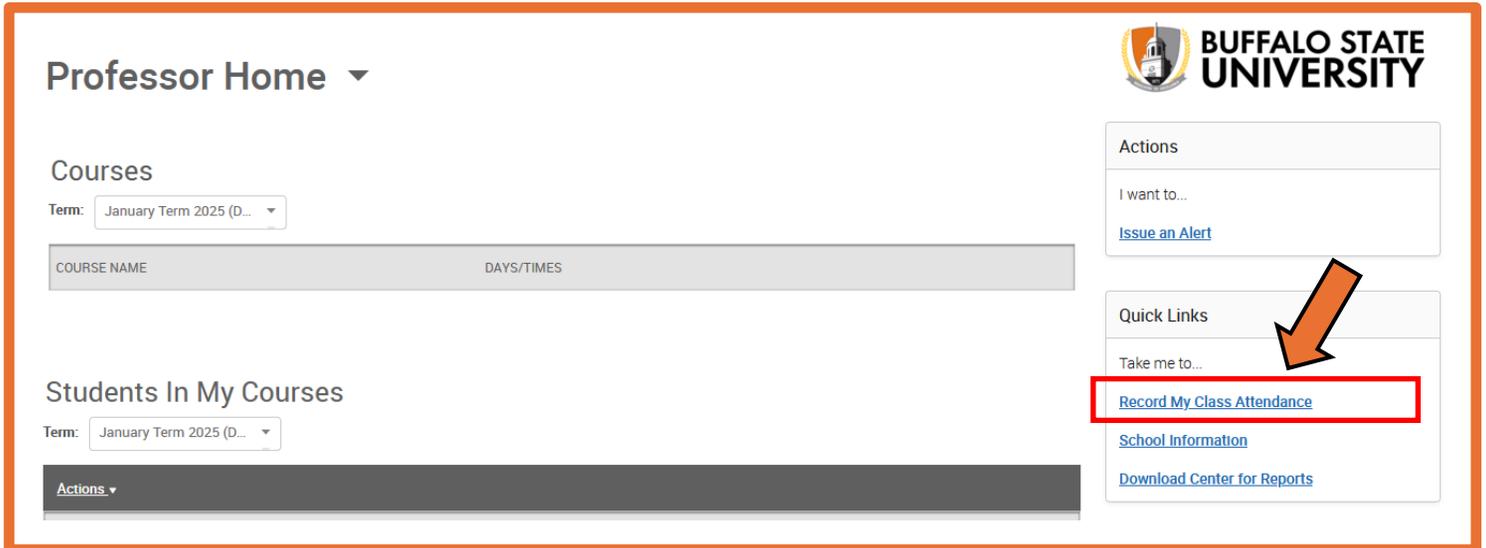
This guide assumes you are an instructor/faculty/a professor tasked with taking attendance for classes already loaded to Navigate and want to understand how to use the attendance features to take attendance and identify students with too many absences.

### **Taking Attendance**

Instructors can use Navigate to record class attendance if your institution has the feature enabled. If you have access to this feature, you will see a **Record My Class Attendance** link on the **Professor Home** page located on the right-hand side under the **Quick Links** section.

From your Navigate landing page, you may access your **Professor Home** page by clicking the arrow next to **Staff Home** and then selecting Professor Home.





**Professor Home** ▾

**Courses**

Term: January Term 2025 (D... ▾)

| COURSE NAME | DAYS/TIMES |
|-------------|------------|
|-------------|------------|

**Students In My Courses**

Term: January Term 2025 (D... ▾)

Actions ▾

**BUFFALO STATE UNIVERSITY**

Actions

I want to...

[Issue an Alert](#)

Quick Links

Take me to...

[Record My Class Attendance](#)

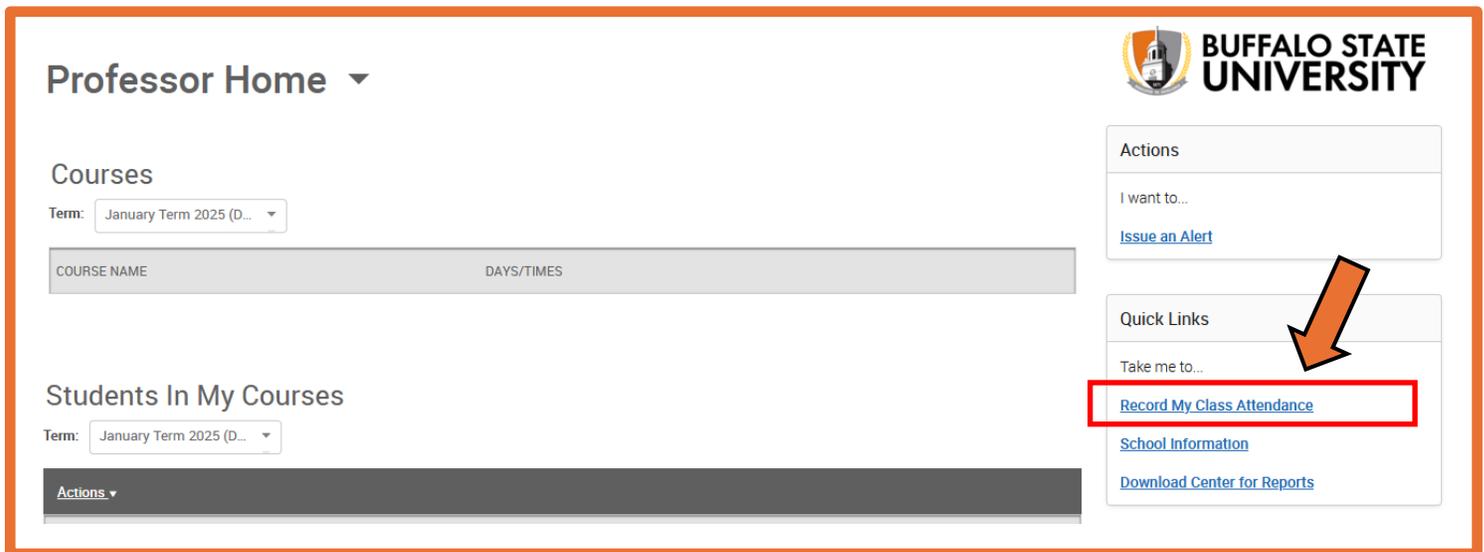
[School Information](#)

[Download Center for Reports](#)

This way, you can take attendance through existing methods and report it to Navigate at your convenience.

### **Absence Reporting Workflow**

1. Select **Record My Class Attendance** on the **Professor Home** page.



**Professor Home** ▾

**Courses**

Term: January Term 2025 (D... ▾)

| COURSE NAME | DAYS/TIMES |
|-------------|------------|
|-------------|------------|

**Students In My Courses**

Term: January Term 2025 (D... ▾)

Actions ▾

**BUFFALO STATE UNIVERSITY**

Actions

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**Note:** The courses that an instructor is teaching will automatically appear in the platform if they are appropriately tied to the course in Banner. If you do not see a course that you are teaching or working with, you may need to check if you are officially assigned as the instructor in Banner. Only those classes that you are officially assigned to in your institution's Banner will appear. **Additionally, you cannot record attendance for asynchronous online classes.**

2. Select the **course** and **date** you wish to report attendance for. Choose your course you would like to take attendance in by clicking the circle next to the course.

**Course Attendance**

Choose a Course

- CRJ-202-02  
Term: January Term 2025  
[To Excel](#) | [Census](#)
- CRJ-303-01  
Term: January Term 2025  
[To Excel](#) | [Census](#)

Choose a Date

January 2025

| 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 | 29 | 30 | 31 |    |

**Note:** Courses will appear here when the term starts. These dates are pulled from Banner. They are the term **start** and **end** dates.

**Course Attendance**

Choose a Course

- HON-106-0  
TR 1:40pm - 2:55pm ET  
Term: Spring 2025  
[To Excel](#) | [Census](#)
- UNC-100-01  
TR 9:25am - 10:40am ET  
Term: Spring 2025  
[To Excel](#) | [Census](#)
- UNC-100-02  
TR 10:50am - 12:05pm ET  
Term: Spring 2025  
[To Excel](#) | [Census](#)

Choose a Date

February 2025

| 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 |

**Note:** For demonstration purposes, we will choose UNC-100-01 as the course we want to take attendance in and **February 11, 2025** as the date we wish to take attendance on. Again this is for demonstrtrion purposes only.

Once you choose the course you wish to take attendance in, the following screen appears.

## Course Attendance



Choose a Course

- HON-106-0  
*TR 1:40pm - 2:55pm ET*  
*Term: Spring 2025*  
[To Excel](#) | [Census](#)
- UNC-100-01  
*TR 9:25am - 10:40am ET*  
*Term: Spring 2025*  
[To Excel](#) | [Census](#)
- UNC-100-02  
*TR 10:50am - 12:05pm ET*  
*Term: Spring 2025*  
[To Excel](#) | [Census](#)

**UNC-100-01-LEC MSTR ACADEMIC ENVIR : Tuesday, February 11, 2025**

Actions ▾

| STUDENT   | ABSENCES | PRESENT?              | ABSENT?               | TARDY?                | EXCUSED?                 | PATTERN |                                     |
|---|----------|-----------------------|-----------------------|-----------------------|--------------------------|---------|-------------------------------------|
| <b>Class roster – student last and first name</b> | 0 (0)    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |         | <a href="#">Add Progress Report</a> |
|   | 0 (0)    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |         | <a href="#">Add Progress Report</a> |

Mark Remaining Present
 

0 Present
0 Absent
0 Tardy

Save Attendance

3. Mark students as **Present**, **Absent**, or **Tardy**. If you mark students either **Absent** or **Tardy**, you can also select the Excused radio button. If you mark the absence/lateness excused at the same time, the student receives no communication re: the absence. If you mark a student **Absent** or **Tardy** but either do not mark it excused OR mark it excused later, the student receives an email about the absence but does not receive communication later about the absence being excused.
4. The **Pattern** column shows the pattern of attendance for this student for up to the last 5 recorded attendances for this class. You also can mark only the students who are **Absent** or **Tardy** and then use the option below the grid to mark the remaining students present.
5. After completing the grid for that course at that time, select the **Save Attendance** button. Go back and edit or update absences at any time.

Below is an example from EAB.

## Course Attendance



Choose a Course

- 1028-Get Out Me Swamp 2!  
TR 3:00pm - 4:00pm ET  
Term: Spring 2023  
[To Excel | Census](#)
- 1028-Get Out Me Swamp!  
MWF 9:00am - 10:00am ET  
Term: Spring 2023  
[To Excel | Census](#)
- 2589-Loca  
TR 10:00am - 11:00am ET  
Term: Fall 2023  
[To Excel | Census](#)

### 1028-Get Out Me Swamp! Swamp Ecosystems : Monday, October 02, 2023

Actions ▾

| STUDENT     | ABSENCES | PRESENT? | ABSENT? | TARDY? | EXCUSED? | PATTERN |                                     |
|-------------|----------|----------|---------|--------|----------|---------|-------------------------------------|
| Ogre, Shrek | 2 (0)    | ●        | ○       | ○      | □        |         | <a href="#">Add Progress Report</a> |

Mark Remaining Present

1 Present
0 Absent
0 Tardy

[Save Attendance](#)

You can view the Attendance Tracker on the grid which displays the **Total Absences** recorded this term compared to **Unexcused Absences** (in parenthesis). This can be done by hovering over the **Absences** column as shown below.

## UNC-100-01-LEC MSTR ACADEMIC ENVIR : Tuesday, February 11, 2025

Actions ▾

| STUDENT   | ABSENCES                            | PRESENT? | ABSENT? | TARDY? | EXCUSED? | PATTERN |                                     |
|---|-------------------------------------|----------|---------|--------|----------|---------|-------------------------------------|
| <b>Class roster – student last and first name</b> | 0 (0)                               | ○        | ○       | ○      | □        |         | <a href="#">Add Progress Report</a> |
|   | Total Absences (Unexcused Absences) | ○        | ○       | ○      | □        |         | <a href="#">Add Progress Report</a> |
|   | 0 (0)                               | ○        | ○       | ○      | □        |         |                                     |

Mark Remaining Present

0 Present
0 Absent
0 Tardy

[Save Attendance](#)

Clicking the **Census** link.

### Course Attendance

Choose a Course

HON-106-0  
TR 1:40pm - 2:55pm ET  
Term: Spring 2025  
[To Excel](#) | [Census](#)

UNC-100-01  
TR 9:25am - 10:40am ET  
Term: Spring 2025  
[To Excel](#) | [Census](#)

UNC-100-02  
TR 10:50am - 12:05pm ET  
Term: Spring 2025  
[To Excel](#) | Census 

Once you click on the **Census** link, you will be taking to the following screen.

 **BUFFALO STATE UNIVERSITY**

**Course Attendance** > **UNC-100-01-LEC MSTR ACADEMIC ENVIR** > **Course Attendance**

Options

View Options  
[Show All](#)

Course Section  
**UNC-100-01**

Course Name  
**MSTR ACADEMIC ENVIR**

Meeting Times  
TR 9:25am - 10:40am ET

| STUDENT   | LAST DAY OF ATTENDANCE | NO-SHOW?                 | DROPPED? | LAST RECORDED ATTENDANCE | ABSENCES                              |
|---|------------------------|--------------------------|----------|--------------------------|---------------------------------------|
| <b>Class roster – student last and first name</b> | <input type="text"/>   | <input type="checkbox"/> | Dropped  | Never                    | <a href="#">0</a> <a href="#">(0)</a> |
|   | <input type="text"/>   | <input type="checkbox"/> |          | Never                    | <a href="#">0</a> <a href="#">(0)</a> |
|   | <input type="text"/>   | <input type="checkbox"/> |          | Never                    | <a href="#">0</a> <a href="#">(0)</a> |

Save Attendance Census

### What is the Census page?

You can record your Course Census. Campuses commonly refer to the following as "Last Day of Attendance", Attendance Audit, or Course Census. Then, registrars can print the available reports.

Only record information for those students who are not active in the course. Mark those as either "Last Day Attended" or "No Show."

### **What is the Extra Information?**

We try to give you information necessary to determine if a student is participating in your course. Absence information is available if either the school is:

Using the Attendance System or Imports absence information from another system.

### **What if an enrollment status is wrong?**

The system receives a data feed from Banner. Therefore, we do not allow you to drop students here. If you notice a student's "Enrollment Status" is incorrect, please contact your administrator.

You can set a last day of attendance for any student, even those still marked "Enrolled" by clicking "Show All" in the Options box above.