

## Taking Attendance

Instructors can use Navigate to record class attendance. Navigate allows faculty and instructors to record attendance in the platform for in-person and online courses (note - you cannot record attendance for asynchronous online classes). 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 feature to take attendance and identify students with too many absences.

Quick Links

Take me to...

[Record My Class Attendance](#)

[Important Information](#)

**Note.** The courses that an instructor is teaching will automatically appear in the platform if they are appropriately tied to the course in your SIS. 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 your SIS. Only those classes that you are officially assigned to in your institution's SIS will appear.

# Absence Reporting Workflow

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

## Professor Home

### Courses

Term: Spring 2023 (Default T... ▾)

COURSE NAME	DAYS/TIMES
(1028) Swamp Ecosystems	08/17/2023 - 12/27/2023 MWF 9:00am - 10:00am ET Far Far Away
(1028) Swamp Ecosystems	08/23/2023 - 12/23/2023 TR 3:00pm - 4:00pm ET Far Far Away Land

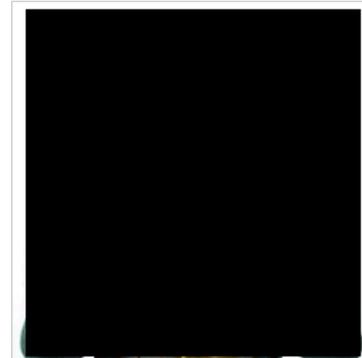
### Students In My Courses

Term: Spring 2023 (Default T... ▾)

Actions ▾			
<input type="checkbox"/>	INDEX	STUDENT NAME	COURSE(S)
<input type="checkbox"/>	1	<a href="#">Ogre, Shrek</a>	1028-Get Out Me Swamp!



#### Profile Picture



#### Quick Links

Take me to...

[Record My Class Attendance](#)

[Important Information](#)



2. Select the course and date you wish to report attendance for.

## 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	
<a href="#">Ogre, Shrek</a>	2.(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

### Choose a Date

◀ October 2023 ▶

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				

3. Mark students as **Present**, **Absent**, or **Tardy**. If you mark students either **Absent** or **Tardy**, you can also select the **Excused** radio button.
4. The **Pattern** column shows the pattern of attendance for this student for up to the last 5 recorded attendances for this class.
5. You can choose to mark only the students who are **Absent** or **Tardy** and then use the check box option below the attendance grid titled "**Mark Remaining Present**" to mark the remaining students present.
6. After completing the attendance grid for that course at that date/time, select the **Save Attendance** button. You can go back and edit or update absences at any time.

Note - You can view the 'Absences' tracker on the attendance grid which displays the total absences recorded this term compared to excused absences (in parenthesis).

## Absence Snapshot Details

Users with the appropriate permissions in Navigate can access a **Detailed View** of a student's attendance. This view provides a comprehensive record of attendance for the entire semester, showing the dates the student was present, absent, tardy, or excused. It also includes information on who recorded each attendance entry. Additionally, the **Detailed View** features an *Absence Snapshot Details* grid, which summarizes the student's overall attendance for the selected course.

To access the Detailed View:

1. Click on the pattern icons (red, green, or yellow) next to the student whose attendance you'd like to review. Then, select the blue **Detailed View** tab located at the bottom right of the pattern grid.

DATE	PRESENT / ABSENT	EXCUSED?	COMMENT	CREATED BY
04/16/2025 3:30pm ET	Present	--		Berlus, Carlito
04/22/2025 12:00am ET	Present	--		Berlus, Carlito
04/23/2025 3:30pm ET	Absent (1)	--		Mbetse, Rebekah
05/12/2025 3:30pm ET	Absent (2)	--		Mbetse, Rebekah
05/14/2025 3:30pm ET	Present	--		Mbetse, Rebekah

[Detailed View](#)

# Absence Snapshot Details

After clicking the blue 'Detailed View' tab, the following grid pops up, displaying the student's attendance records from class 1 to the last class of the semester.

Navigate360 | STUDENT SUCCESS

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[Redacted] > 2025 Spring > PSY-24700-F1 > Attendance

DATE	PRESENT / ABSENT	EXCUSED?	COMMENT	CREATED BY
01/27/2025 3:30pm ET	Not recorded			
01/29/2025 3:30pm ET	Not recorded			
02/03/2025 3:30pm ET	Not recorded			
02/05/2025 3:30pm ET	Not recorded			
02/10/2025 3:30pm ET	Not recorded			
02/12/2025 3:30pm ET	Not recorded			
02/17/2025 3:30pm ET	Not recorded			
02/19/2025 3:30pm ET	Not recorded			
02/24/2025 3:30pm ET	Not recorded			
02/26/2025 3:30pm ET	Not recorded			
03/03/2025 3:30pm ET	Not recorded			
03/05/2025 3:30pm ET	Not recorded			
03/10/2025 3:30pm ET	Not recorded			
03/12/2025 3:30pm ET	Not recorded			
03/17/2025 3:30pm ET	Not recorded			
03/19/2025 3:30pm ET	Not recorded			
03/24/2025 3:30pm ET	Not recorded			
03/26/2025 3:30pm ET	Not recorded			
03/31/2025 3:30pm ET	Not recorded			
04/02/2025 3:30pm ET	Not recorded			
04/07/2025 3:30pm ET	Not recorded			
04/09/2025 3:30pm ET	Not recorded			
04/14/2025 3:30pm ET	Not recorded			
04/16/2025 3:30pm ET	Present	-		Berlus, Carlito
04/21/2025 3:30pm ET	Not recorded			
04/22/2025 12:00am ET	Present	-		Berlus, Carlito
04/23/2025 3:30pm ET	Absent (1)	-		Mbetse, Rebekah
04/28/2025 3:30pm ET	Not recorded			
04/30/2025 3:30pm ET	Not recorded			
05/05/2025 3:30pm ET	Not recorded			

### Absence Snapshot Details

Student  
[Redacted]

Course  
PSY-24700-F1-LEC Social Psychology

Professor(s)  
Mohan Ahmed  
Carlito Berlus

Term  
2025 Spring

Meeting Days  
MW 3:30pm - 4:45pm ET

Absences  
2 (40.000%)

Unexcused Absences  
2 (40.000%)

Tardies  
0 (0.000%)

Present  
3 (60.000%)