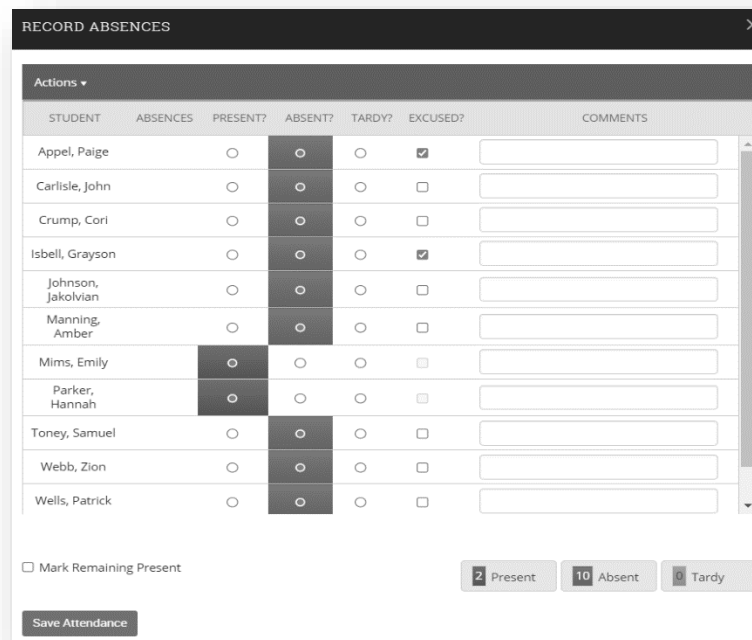


JSU Navigate allows faculty and instructors to record attendance in the platform for in-person and online courses. This feature is frequently used to identify at-risk students during a term. When a student is marked Absent in Navigate, the student will receive an immediate email notifying the student that they did not attend a course and that the absence may negatively affect their grade.

### Steps for Recording Class Attendance:

1. Select **Record My Class Attendance** on the **Professor Home** page. Located directly under the JSU logo in the Quick Links box.
2. **Select the course and date** you wish to report attendance for.
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 excused at the same time, the student receives no communication regarding the absence. If you marked a student Absent or Tardy and not excused, the student receives an email about the absence.*
  - a. You can mark only the students who are **Absent** or **Tardy** and then use the option below the grid to mark the remaining students present.
4. After completing the attendance for the course, select the **Save Attendance** button. *You are able to go back and edit or update absences at any time.*



The screenshot shows a web interface titled "RECORD ABSENCES" with a close button (X) in the top right corner. Below the title is a section for "Actions" with a dropdown arrow. The main part of the interface is a table with the following columns: STUDENT, ABSENCES, PRESENT?, ABSENT?, TARDY?, EXCUSED?, and COMMENTS. The table lists ten students with their respective attendance status indicated by radio buttons. At the bottom of the table, there is a checkbox labeled "Mark Remaining Present" and three buttons: "2 Present", "10 Absent", and "Tardy". A "Save Attendance" button is located at the bottom left of the interface.

STUDENT	ABSENCES	PRESENT?	ABSENT?	TARDY?	EXCUSED?	COMMENTS
Appel, Paige	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	
Carlisle, John	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
Crump, Cori	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
Isbell, Grayson	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	
Johnson, Jakolvia	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
Manning, Amber	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
Mims, Emily	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
Parker, Hannah	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
Toney, Samuel	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
Webb, Zion	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
Wells, Patrick	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	

Mark Remaining Present

2 Present 10 Absent Tardy

Save Attendance

Need technical support with JSU Navigate?  
Submit a "Retention Technology Support" ticket at [www.jsu.edu/navigate](http://www.jsu.edu/navigate)