

Attendance in Navigate

Recording Attendance

From the professor home screen, professors can select “Record My Class Attendance” on the right side of the screen under “Quick Links.”

Professor Home



Class Listing

CLASS NAME	TIME	ROOM	
(GS-1181) Freshman Seminar	MW 12:00p-12:50p	MCS-215	Progress Reports

Students In My Classes

Actions	INDEX	STUDENT NAME	CATEGORY	COURSE(S)	AT RISK?
<input type="checkbox"/>					

Actions

I want to...

[Issue an Alert](#)

Quick Links

Take me to...

[Record My Class Attendance](#)

[Record All Class Attendance](#)

[School Information](#)

[Download Center for Reports](#)

The professor would then see a list of all classes they were assigned to within Banner on the top left of their screen. They would select the course they wanted to record attendance for by using the radio buttons.

Course Attendance

Choose a Course

GS-1181-F16
MW 12:00p-12:50p
[To Excel](#) | [Census](#)

GS-1181-F16 Freshman Seminar : Wednesday, September 11, 2019

Choose a Date

September 2019

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					

Today

STUDENT	ABSENCES	PRESENT?	ABSENT?	TARDY?	EXCUSED?	PATTERN	
[Student Name]	0.(0)	○	○	○	<input type="checkbox"/>		Add Progress Report
[Student Name]	0.(0)	○	○	○	<input type="checkbox"/>		Add Progress Report
[Student Name]	1.(1)	○	○	○	<input type="checkbox"/>		Add Progress Report
[Student Name]	2.(2)	○	○	○	<input type="checkbox"/>		Add Progress Report
[Student Name]	1.(1)	○	○	○	<input type="checkbox"/>		Add Progress Report
[Student Name]	0.(0)	○	○	○	<input type="checkbox"/>		Add Progress Report
[Student Name]	0.(0)	○	○	○	<input type="checkbox"/>		Add Progress Report
[Student Name]	0.(0)	○	○	○	<input type="checkbox"/>		Add Progress Report
[Student Name]	0.(0)	○	○	○	<input type="checkbox"/>		Add Progress Report

Mark Remaining Present

Save Attendance

24 Present

1 Absent

0 Tardy

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