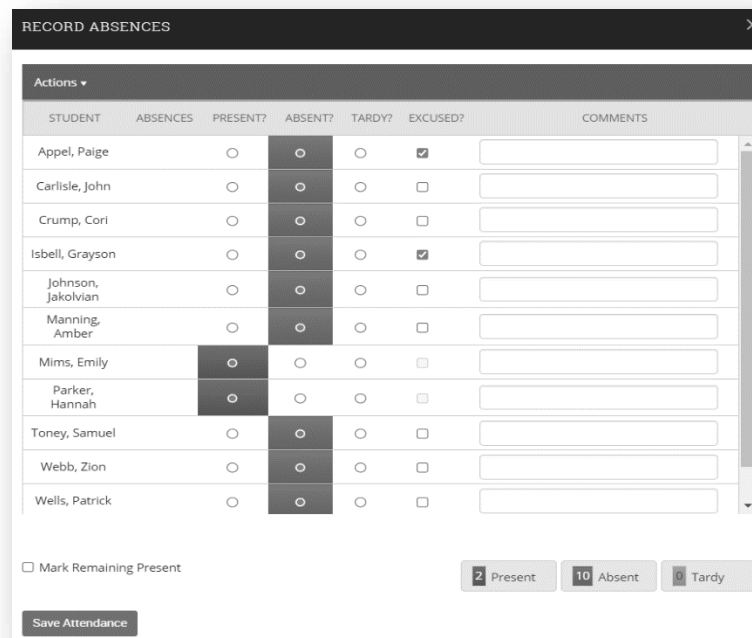


JSU Navigate allows faculty and instructors to record attendance in the platform for in-person and online courses. This feature is frequently used to identify at-risk students during a term. When a student is marked Absent in Navigate, the student will receive an immediate email notifying the student 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 dropdown menu labeled "Actions". The main part of the interface is a table with the following columns: STUDENT, ABSENCES, PRESENT?, ABSENT?, TARDY?, EXCUSED?, and COMMENTS. The table contains 12 rows of student names. The "ABSENCES" column has a dark background. The "PRESENT?" column has radio buttons, with some checked. The "ABSENT?" column has radio buttons, with some checked. The "TARDY?" column has radio buttons. The "EXCUSED?" column has radio buttons, with some checked. The "COMMENTS" column has text input fields. Below the table, there is a checkbox labeled "Mark Remaining Present". At the bottom right, there are three buttons: "2 Present", "10 Absent", and "Tardy". At the bottom left, there is a "Save Attendance" button.

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

Mark Remaining Present

2 Present 10 Absent Tardy

Save Attendance