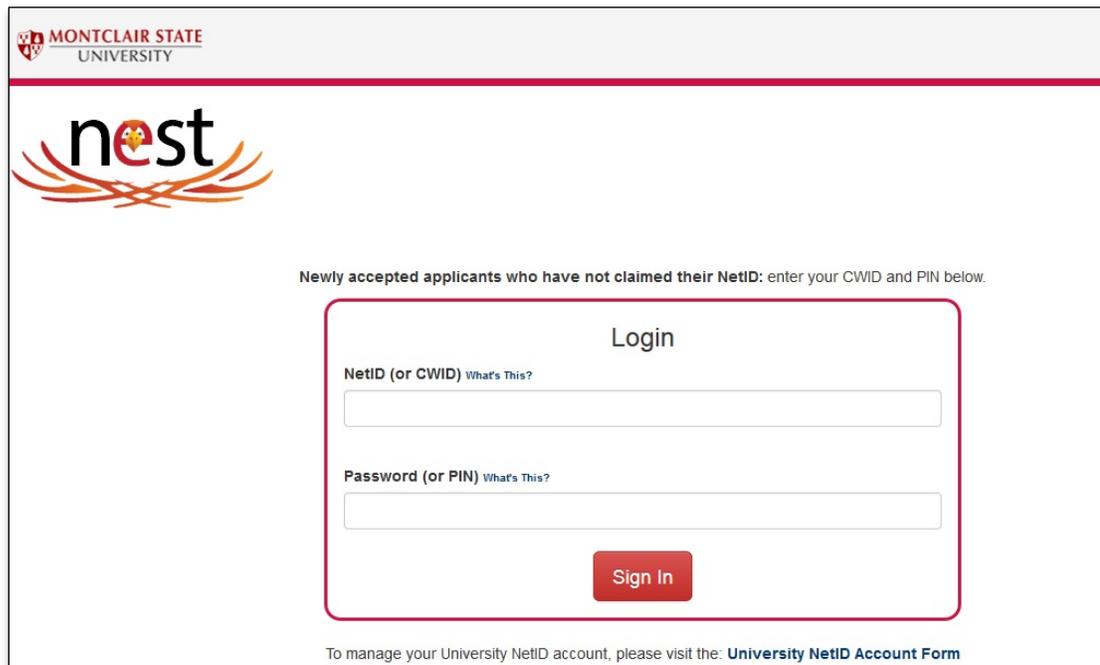


How to Verify Attendance for Students in Online Courses

To access the application and record student attendance please do the following:

1. Open an Internet Browser such as Internet Explorer or Firefox and go to montclair.edu/nest.
2. Log into NEST with your NetID and password.



The screenshot shows the NEST login page. At the top left is the Montclair State University logo. Below it is the 'nest' logo. A message reads: 'Newly accepted applicants who have not claimed their NetID: enter your CWID and PIN below.' The login form is enclosed in a red border and contains the following elements:

- Login** heading
- Text: 'NetID (or CWID) What's This?'
- Input field for NetID (or CWID)
- Text: 'Password (or PIN) What's This?'
- Input field for Password (or PIN)
- Sign In** button

At the bottom of the form area, it says: 'To manage your University NetID account, please visit the: [University NetID Account Form](#)'

3. Under **Faculty Resources** (you may have to scroll down the page), click on **Attendance Verification**. You will be forwarded to the Attendance Verification landing page.



- a. Your courses will be listed under ‘My Courses’. **YOU WILL ONLY BE ABLE TO RECORD ATTENDANCE FOR CLASSES THAT HAVE BEGUN.**
- b. In the right hand panel is a navigation guide for how to record attendance.

Attendance Verification • Course List

MY COURSES

Term	CRN	Subject	Course	Section	Title	Schedule	Time	
201640	40789	Child Advocacy (CHAD)	502	51	Child Abuse and Neglect	S M T W T F S	none	View Students
201640	43510	Mathematics (MATH)	071	01	Basic Skill Math:Precoll	S M T W T F S	08:30	View Students
201640	43510	Mathematics (MATH)	071	01	Bas Mat Alg	S M T W T F S		View Students
201640	46486	Spanish (SPAN)	101	08	Spa	S M T W T F S		View Students
201640	47330	Accounting (ACCT)	560	91	Accounting - Business	S M T W T F S	13:00	View Students

Page 1 of 1 Per Page 50 Records Found: 10

Course **Getting Started**

Welcome to Banner Student Attendance Verification!

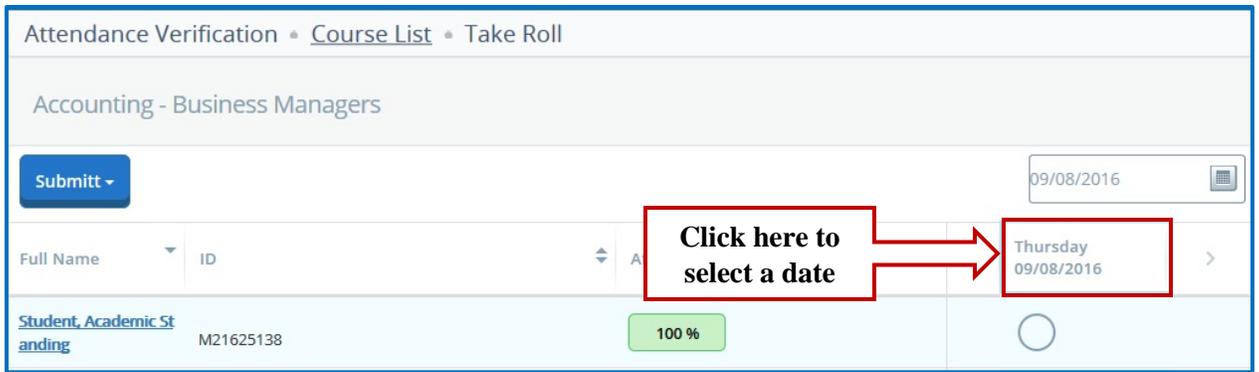
Please use this page to report students who have attended your course at least once. You will only be able to record attendance for classes that have begun. Classes that have not begun will be marked with 'View Class'. Note: For on-line classes, internships, externships, and student teaching, instructors are asked to verify the enrollment of students based on having engaged with the student in some way (assignment completed, quiz or test taken, email conversation, etc.).

- To record attendance for regularly

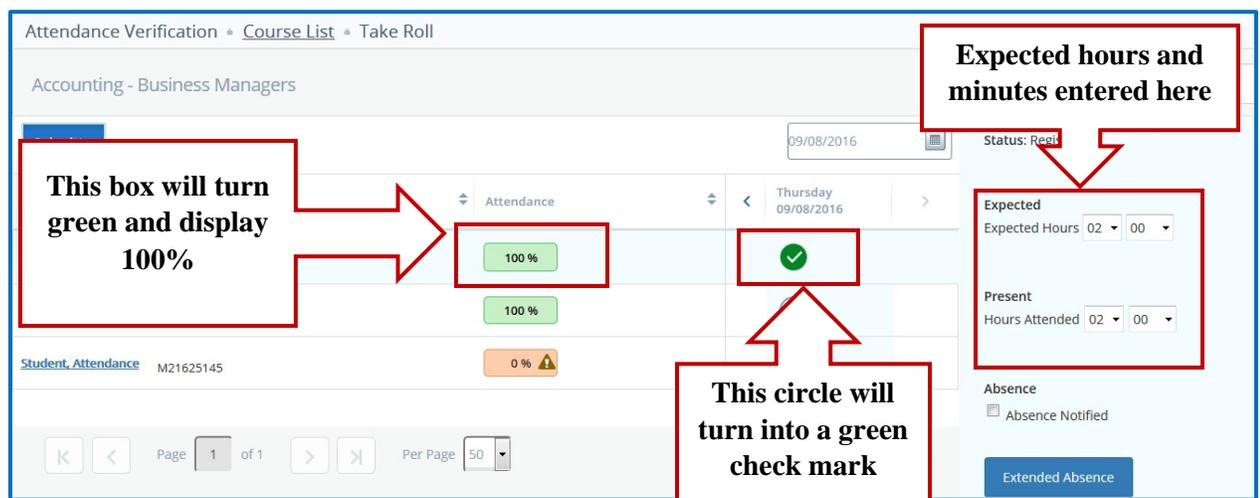
- c. To the right of each course you may see buttons labelled: ‘View Students’ or ‘Take Roll’. For example,

201640	47330	Accounting (ACCT)	560	91	Accounting - Business Managers	S M T W T F S	13:00	View Students
201640	47877	Mathematics (MATH)	109	0	Statistics test attendance	S M T W T F S	09:00	Take Roll

- d. ‘View Students’ is an indication that your class hasn’t started yet and you will only be able to see a list of your students. ‘Take Roll’ is an indication that your class has begun and you will be able to record your student’s attendance.
4. Click on ‘Take Roll’ for the class you would like to record attendance. This will take you to a page where you will be able to record your student’s attendance.
 5. Select a date.



6. In the selected date column, click on the circle  for the student you would like to record attendance for.
- It will turn into a green check mark.
 - You will be prompted to ‘Choose expected Hours or the hours attended’. **Enter** the Expected Hours and minutes. Hours attended will automatically populate with the same number of hours entered for the expected hours.
 - In the attendance column the box will turn green with 100% displayed.
 - Both **a** and **b** indicates that you have successfully recorded the student’s attendance.
 - You will see a message confirming that the attendance has been added successfully. Success looks like this:



7. Repeat step 6 for each student.

- To undo a marked attendance**, click on the green check mark  twice. It will first turn into a red circle with a line in the middle  and then back to the empty circle .

8. In the upper left hand corner, click on **'Submit'** and then select **'Submit Attendance'**.

Attendance Verification • [Course List](#) • Take Roll

Accounting - Business Managers

09/08/2016

Submit

Submit Attendance

Update CRN Total Hours

Click here

Select this option

Student	CRN	Attendance	Status
Student, Aruba	M21625133	100 %	✓
Student, Aruba	M21625133	100 %	○
Student, Attendance	M21625145	0 % ⚠	○

Student, Academic Standing Status: Registered

Expected Hours: 02:00

Present Hours Attended: 02:00

Absence

Absence Notified

Extended Absence

Page 1 of 1 Per Page 50 Records Found: 3

You have successfully recorded the attendance of your students.

9. To return to your course list to record attendance for another class, click on **'Course List'** at the top of the page.