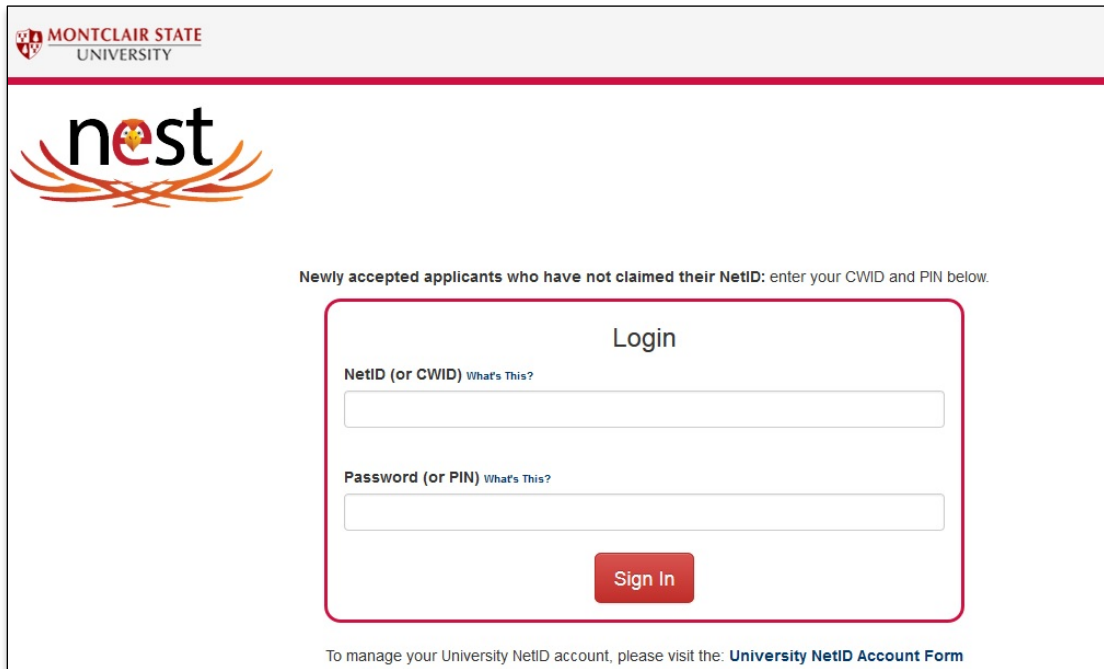


How to Verify Attendance for Students in a Regularly Scheduled Class

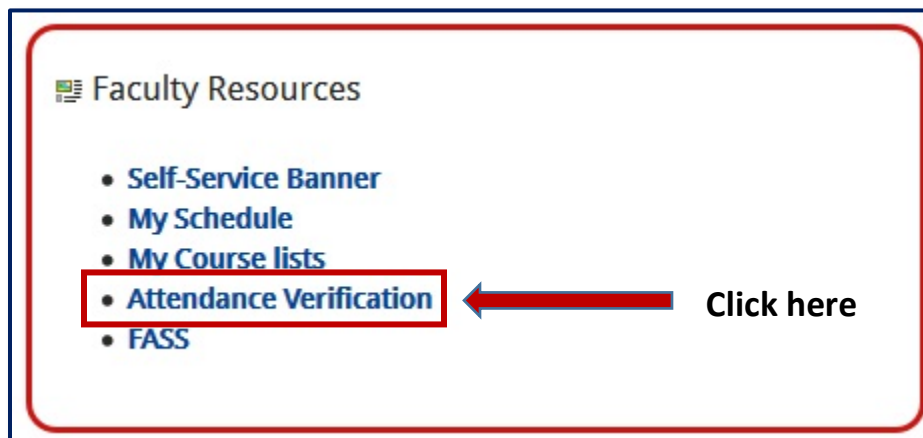
To access the application and record student attendance please do the following:

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 for Montclair State University. At the top left is the university logo. Below it is the 'nest' logo. A message states: '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 two input fields: 'NetID (or CWID) What's This?' and 'Password (or PIN) What's This?'. A red 'Sign In' button is at the bottom of the form. Below the form, a link 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

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Navigation Guide

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’. This will take you to a page where you will be able to record your student’s attendance.
 5. Select a date.

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

Basic Skill Math:Precoll Algebr

Update All... Submit

09/09/2016

Click here to select a date

Full Name	ID	Attendance	09/09/2016
Cabanit, Jay R.	M21619569	0 %	<input type="radio"/>
Caruso, James L.	M10850502	0 %	<input type="radio"/>
Dixon, Joshua M.	M10897305	0 %	<input type="radio"/>
Edwards, Sierra D.	M21612871	0 %	<input type="radio"/>

Page 1 of 1 Per Page 50 Records Found: 15

Present
Hours Attended Hr Min
Absence
☐ Absence Notified
Extended Absence

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.
 - 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:

Attendance Veri

Basic Skill Math

Update All... Submit

09/09/2016

This message will be displayed to confirm recorded attendance

Attendance information for Cabanit, Jay R. added successfully.

This box will turn green and display 100%

100 %




The circle will turn into a green check mark

Full Name	ID	Attendance	Friday 09/09/2016
Cabanit, Jay R.	M21619569	100 %	<input checked="" type="radio"/>
Caruso, James L.	M10850502	0 %	<input type="radio"/>
Dixon, Joshua M.	M10897305	0 %	<input type="radio"/>
Edwards, Sierra D.	M21612871	0 %	<input type="radio"/>

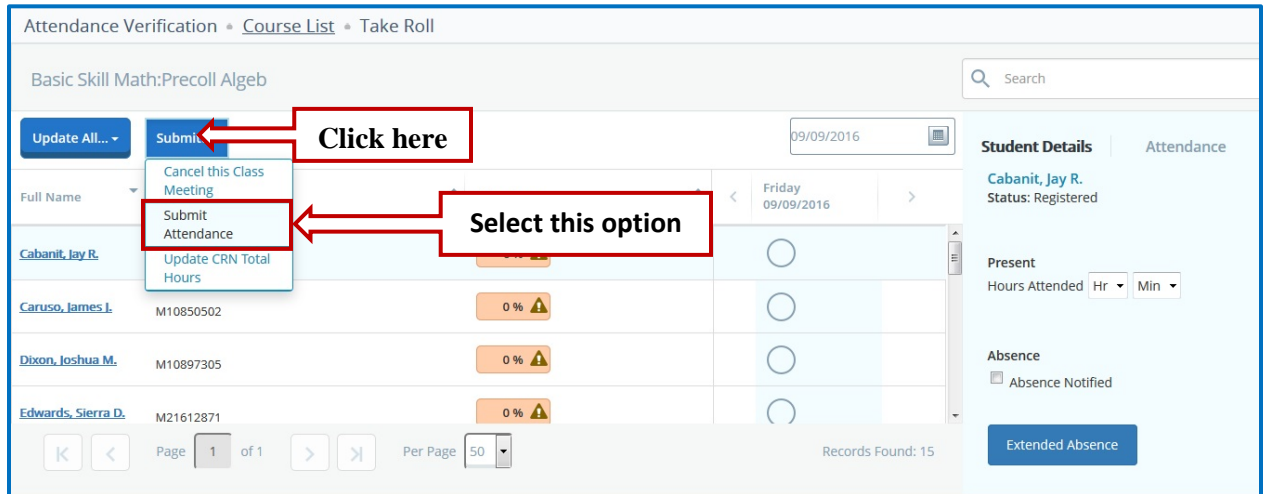
Page 1 of 1 Per Page 50 Records Found: 15

Student Details Attendance
Cabanit, Jay R.
Status
Hours
Absence
☐ Absence Notified
Extended Absence

7. Repeat step 6 for each student.
- Alternatively, in the upper left hand corner next to the 'Submit' button you can click on 'Update All....' and select 'Mark All Present'.

- b. 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 .

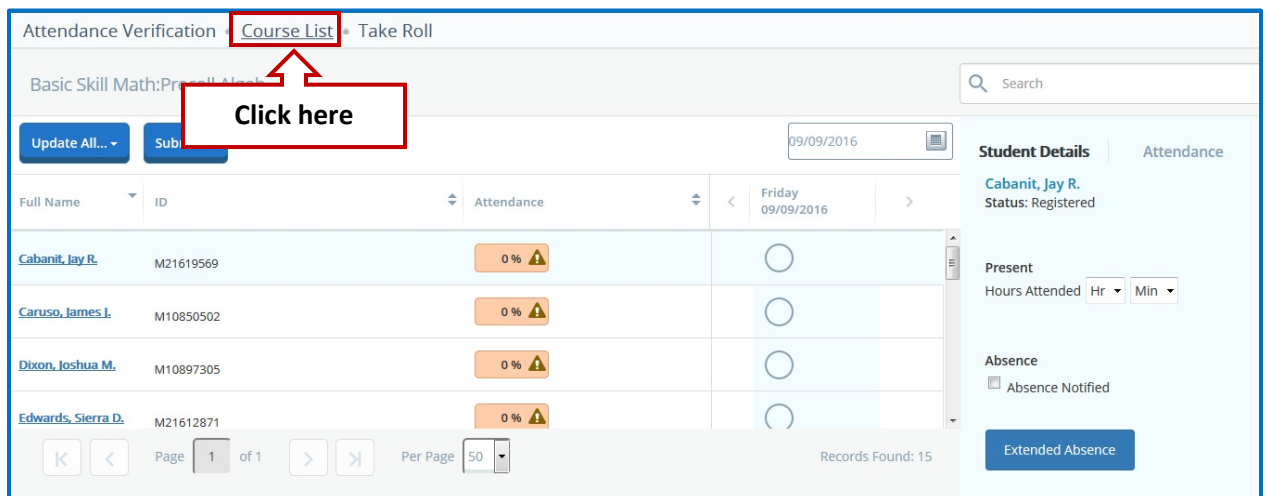
8. In the upper left hand corner, click on 'Submit' and then select 'Submit Attendance'



The screenshot shows the 'Attendance Verification' page for 'Basic Skill Math:Precoll Algeb'. The 'Submit' button is highlighted with a red box and an arrow pointing to it with the text 'Click here'. The dropdown menu is open, and the 'Submit Attendance' option is highlighted with a red box and an arrow pointing to it with the text 'Select this option'. The table lists students: Cabanit, Jay R., Caruso, James I., Dixon, Joshua M., and Edwards, Sierra D. The 'Attendance' column shows 0% for each student. The 'Student Details' panel on the right shows 'Cabanit, Jay R.' with status 'Registered' and 'Present' hours.

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.



The screenshot shows the 'Attendance Verification' page with the 'Course List' link highlighted in the top navigation bar with a red box and an arrow pointing to it with the text 'Click here'. The table lists students: Cabanit, Jay R., Caruso, James I., Dixon, Joshua M., and Edwards, Sierra D. The 'Attendance' column shows 0% for each student. The 'Student Details' panel on the right shows 'Cabanit, Jay R.' with status 'Registered' and 'Present' hours.