MONTCLAIR STATE UNIVERSITY

How to Verify Attendance for Students Fall 2020

Classes for the fall term begin on Tuesday, August 25. Attendance verification will be open that day and should be completed by no later than September 4. Students may add into your class as late as September 8. Please return to the attendance verification page to adjust any verification as needed. For classes that start later in the term the system will be available to you once the class starts.

Due to the variety of teaching modalities for this academic year, contact with the student can be established by in- person attendance, an online class, an email conversation, or activity in Canvas.

To access the application and record student attendance please follow the steps below.
(We have help on call for you at Registrar@Montclair.edu. We recognize this is not always easy!)

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.

nest

Login

User Name What's This?

_____

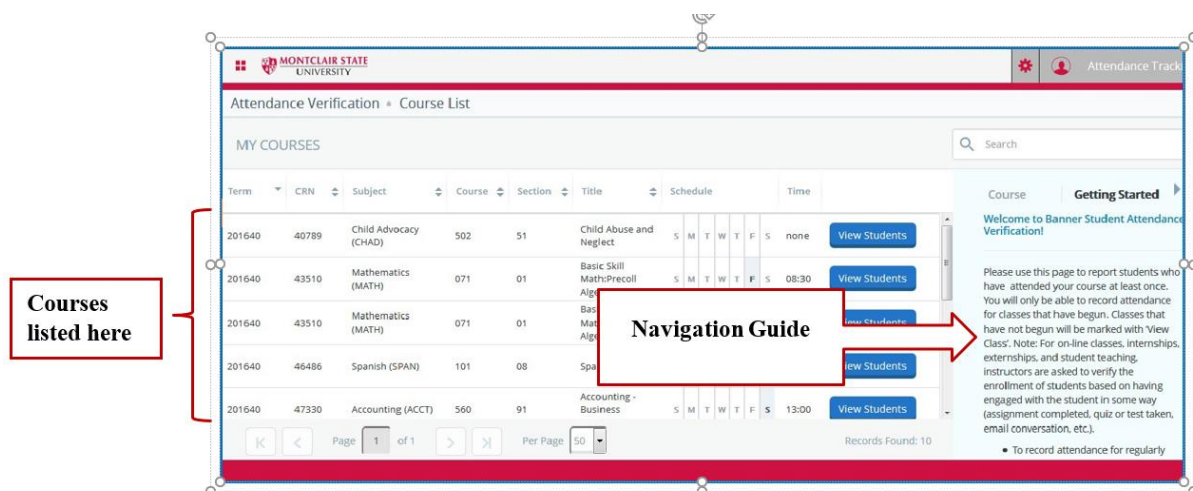**Password** What's This?

_____

Sign In

3. Under "**Faculty Resources**", click on "**Attendance Verification**".
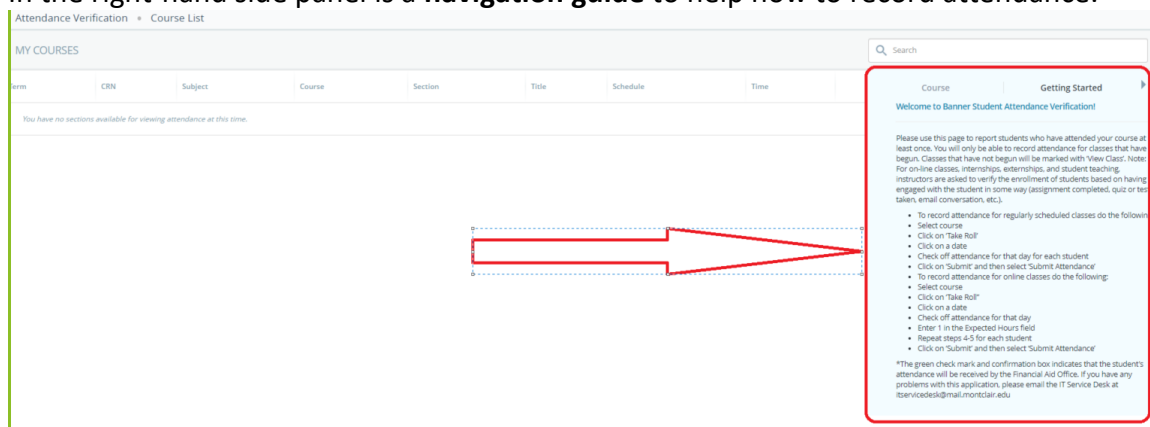

4. Once on the landing page, the list of your courses will be listed under **"My Courses".**

   Please note: You will only be able to record attendance for courses/classes that have begun.

5. In the right-hand side panel is a **navigation guide** to help how to record attendance.

6. To take attendance, on the right hand-side of each course displayed you will see (2) prompts labeled:
   - **"View Students"**
   - **"Take Roll"**

Disclaimer:

'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.

7. 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 each student's attendance for that course.

8. Select Date of the week displayed. You can select today or before today's date. Select only one date.

Example:
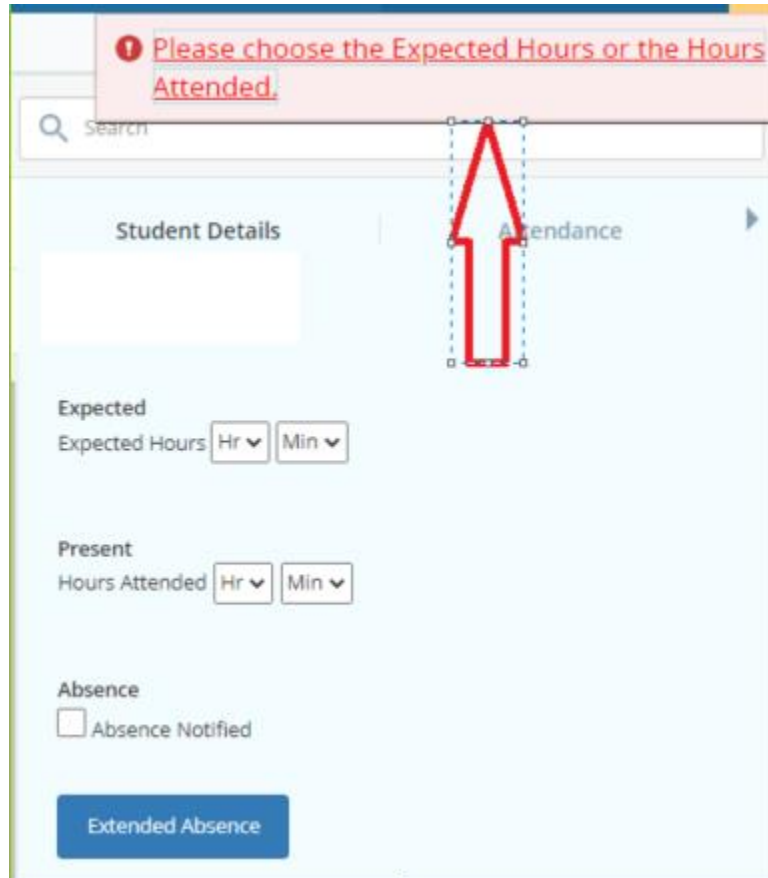
9. In the selected date column, click under on the circle [○] for the student(s) you would like to record/track attendance for.

Please note: you only need to provide this verification for one date for each of your students to verify their attendance. Choose the date (it has to be within the class dates).
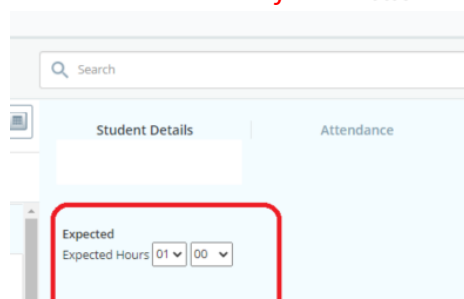
10. At this time, you will be prompted to "Choose Expected Hours and/or the Present Hours Attendance".

Please enter the Expected Hours and Minutes. Enter the course hours (credits) for example: (1) for the Hr. and (00) for the Min.

******* YOU MUST Enter both values for the Hr. and Min fields******

11. The "Hours attended" fields will automatically populate with the same value of hours entered for the expected hours above. In the attendance column the box will turn green with 100% attendance displayed. Example:

Expected hours and minutes entered here

This box will turn green and display 100%

This circle will turn into a green check mark

a. At this time, you will see a message confirming the attendance has been successfully entered. (not yet submitted)


b. Please note you must repeat the same process for **all** the students in your class roster (except those WD) which it should display their status.

Finally, note: If you made a mistake and marked one of the students present at 100% during this initial attendance tracking steps you can undo by:

a. 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.

Once you have finalized updating each of the students to reflect their attenance, in the upper left hand corner of the screen

12. Click on **"SUBMIT"** and then select the **"Submit Attendance".**
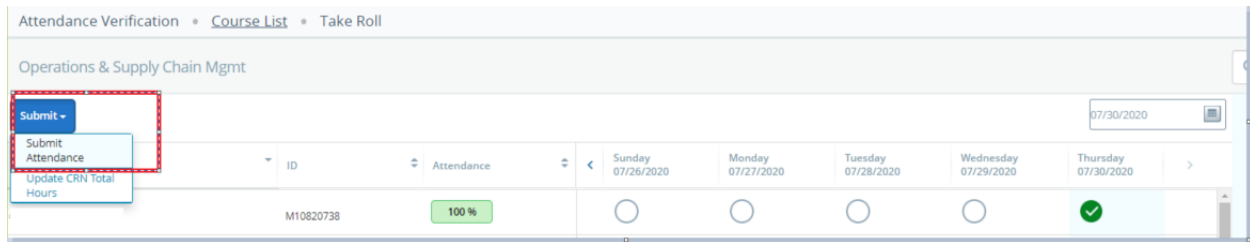
You have successfully recorded the attendance of your students.

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