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.

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.

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

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.
   a. It will turn into a green check mark.
   b. 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.
   c. In the attendance column the box will turn green with 100% displayed.
   d. Both a and b indicates that you have successful recorded the student’s attendance.
   e. You will see a message confirming that the attendance has been added successfully. Success looks like this:

7. Repeat step 6 for each student.
   a. 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’.

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.