



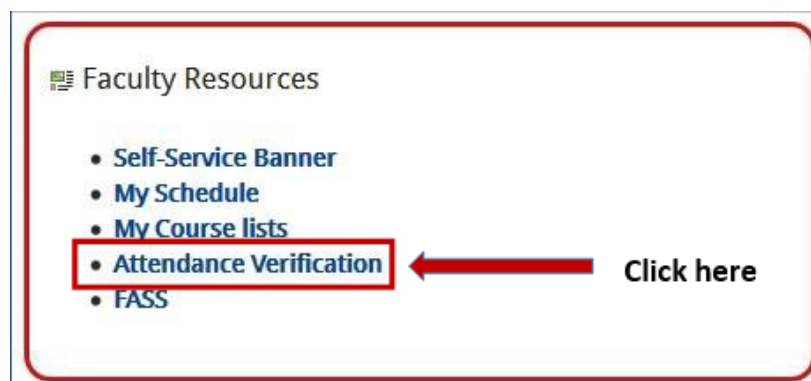
How to Verify Attendance for Students in Online Courses

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

- 1) Navigate to montclair.edu/nest
- 2) Log into NEST with your NetID and password

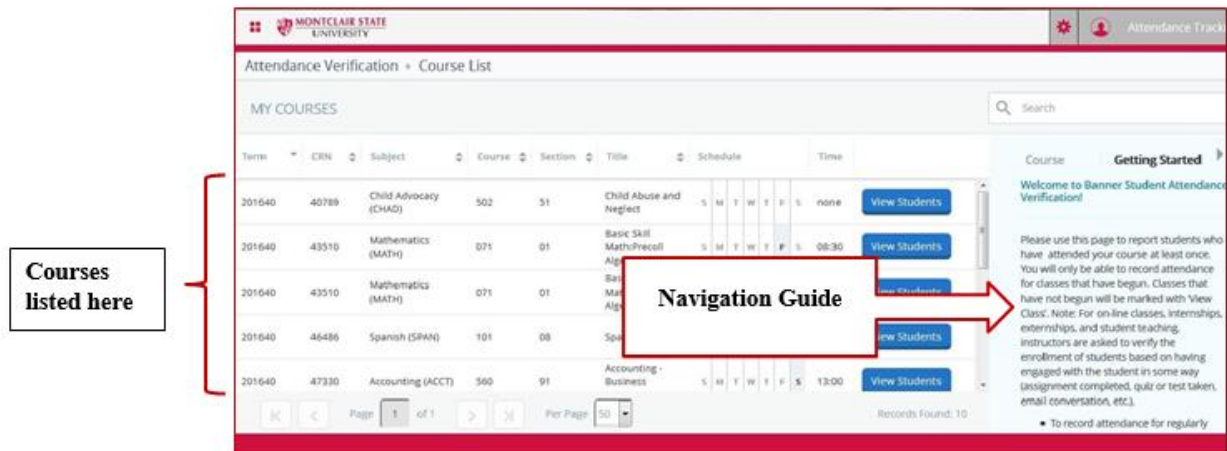
A screenshot of the NEST (Newly Accepted Student Experience Tool) login page. At the top left is the Montclair State University logo. Below it is the "nest" logo in a stylized font with orange and red swooshes. A message reads: "Newly accepted applicants who have not claimed their NetID: enter your CWD and PIN below." Below this is a "Login" box containing two input fields: "NetID (or CWD) What's This?" and "Password (or PIN) What's This?". A red "Sign In" button is at the bottom of the box. At the bottom of the page, a link says: "To manage your University NetID account, please visit the: University NetID Account Form".

- 3) Under **Faculty Resources**, click on **Attendance Verification**. You will be forwarded to the Attendance Verification landing page.



Your courses will be listed under **'My Courses'**. **YOU WILL ONLY BE ABLE TO RECORD ATTENDANCE FOR CLASSES THAT HAVE BEGUN.**

In the right hand panel is a navigation guide for how to record attendance.

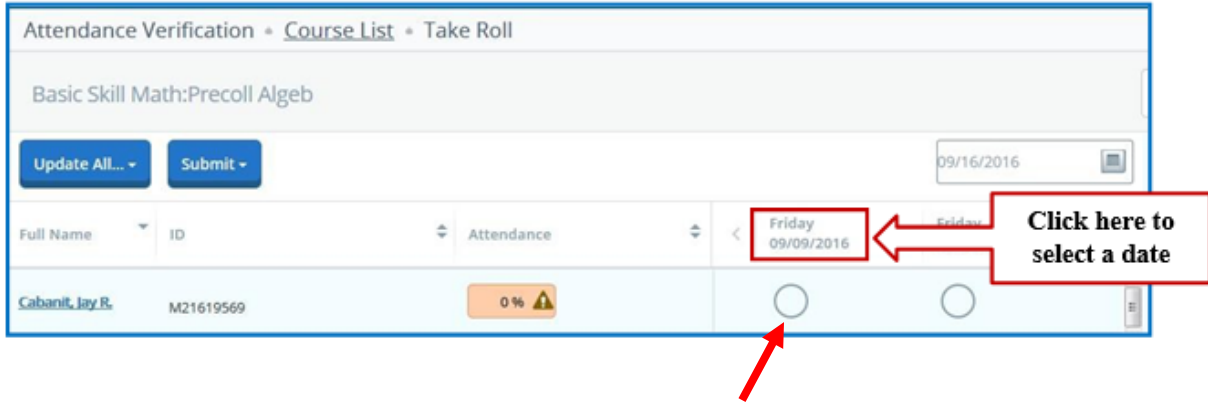


To the right of each course you may see buttons labelled: **'View Students'** or **'Take Roll'**. For example,

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

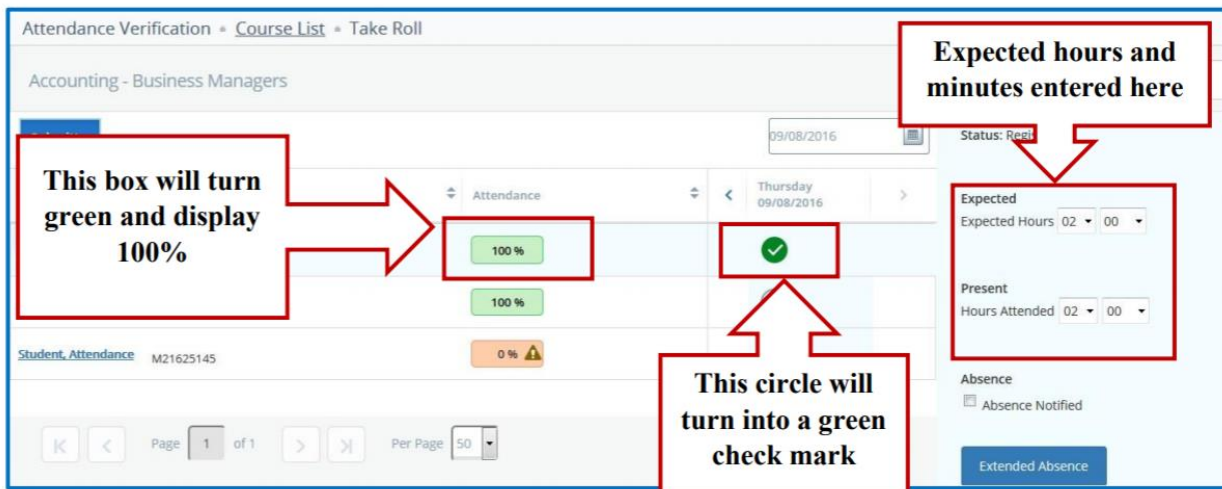
'View Students' is an indication that your class hasn't started yet and you will only be able to see a list of your students. **'Take Roll'** is an indication that your class has begun and you will be able to record your student's attendance.

- 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.



- 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**'. Please enter expected hours AND minutes- such as 'enter 1' for hours AND '00' for minutes. Hours AND minutes 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.
 - 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

Student, Academic Standing
Status: Registered

Expected
Expected Hours 02 00

Present
Hours Attended 02 00

Absence
 Absence Notified

Extended Absence

Submit

Submit Attendance

Update CRN Total Hours

Click here

Select this option

standing	M21625138	100 %	✓
Student, Aruba	M21625133	100 %	○
Student, Attendance	M21625145	0 %	○

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.