



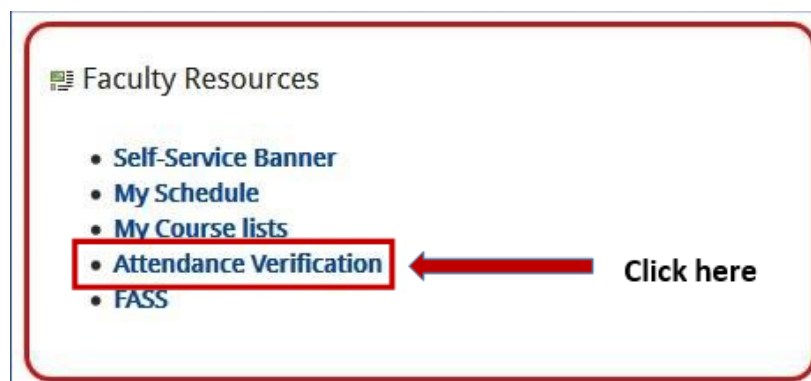
## How to Verify Attendance for Students in a Regularly Scheduled Class

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

- 1) Navigate to [montclair.edu/nest](http://montclair.edu/nest)
- 2) Log into NEST with your NetID and password

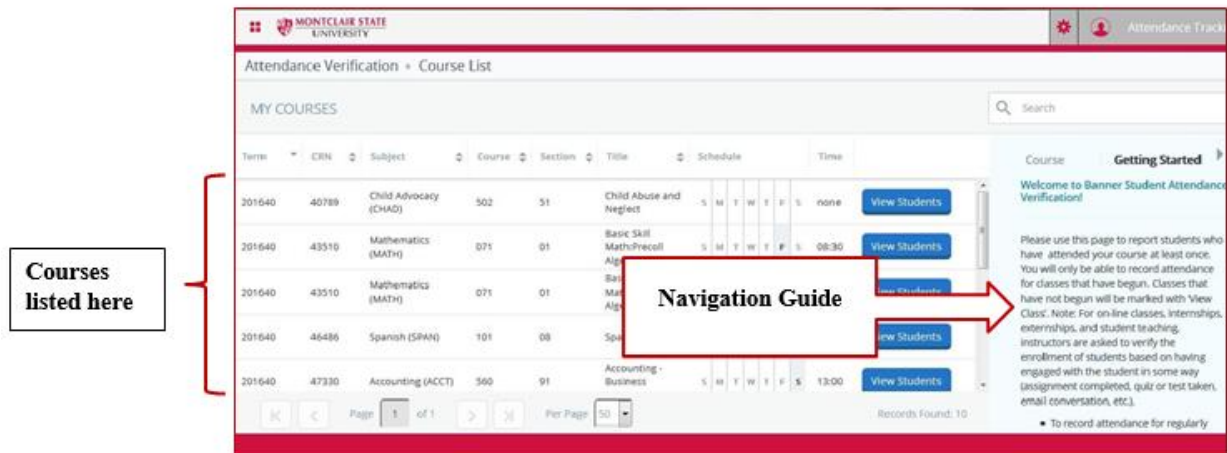
A screenshot of the NEST (Newly Accepted Student Experience Tool) login page. At the top left is the Montclair State University logo. Below it is the "nest" logo in a stylized font with orange and red swooshes. A message reads: "Newly accepted applicants who have not claimed their NetID: enter your CWD 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.

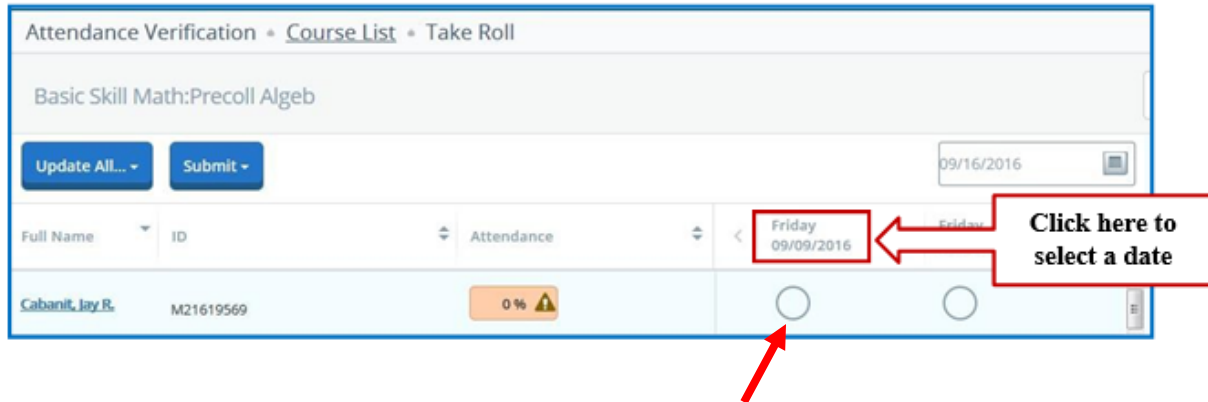


To the right of each course you may see buttons labelled: **'View Students'** or **'Take Roll'**. For example,



**'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

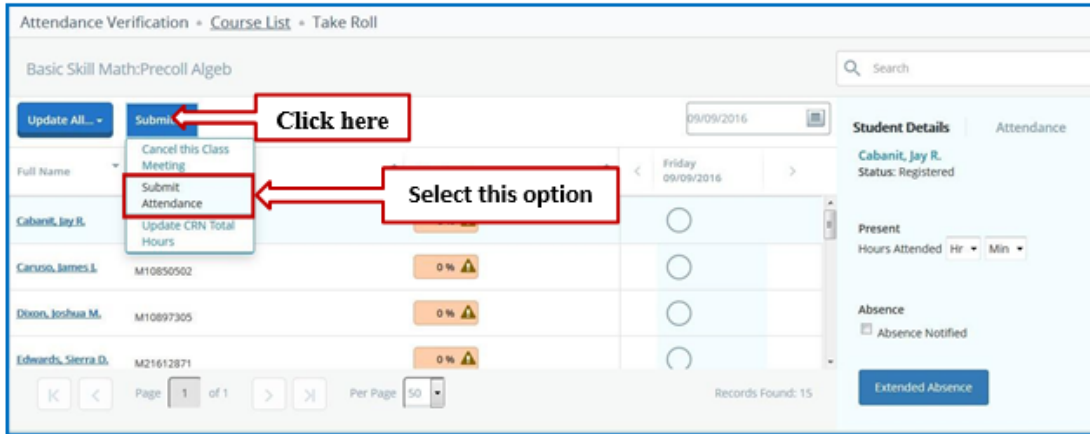


- 6) In the selected date column, click on the circle for the student you would like to record attendance for.
  - It will turn into a green check mark.
  - In the attendance column the box will turn green with 100% displayed.
  - You will see a message confirming that the attendance has been added successfully.

Success looks like this:



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

