Taking Attendance using Navigate CSI

Instructors can use Navigate to record class attendance. You may access this feature on the Professor Home by selecting the **Record My Class Attendance** link.

Absence Reporting Workflow

1. Select **Record My Class Attendance** on the Professor Home page.

2. Select the course and date you wish to report attendance for.
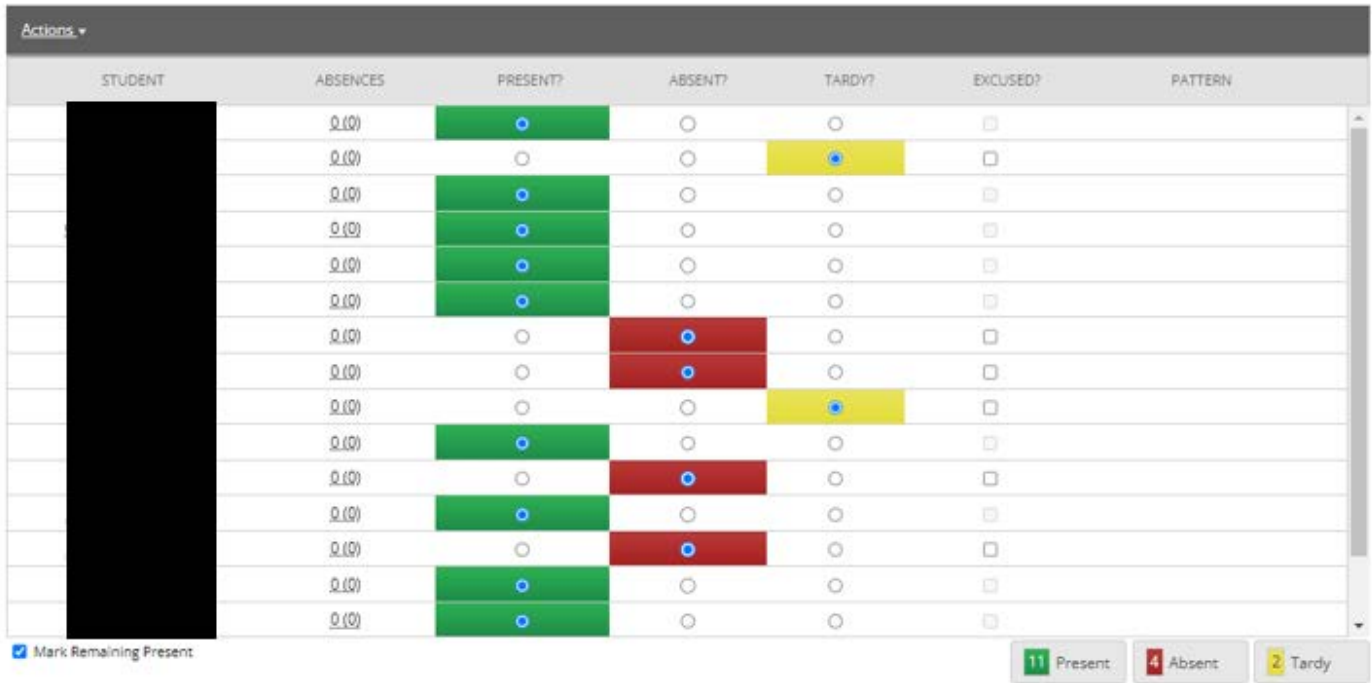

3. Mark students as **Present**, **Absent**, or **Tardy**. If you mark students either **Absent** or **Tardy**, you can also select the **Excused** radio button. If you mark the absence/lateness excused at the same time, the student receives no communication re: the absence. If you mark a student **Absent** or **Tardy** but either do not mark it excused OR

mark it excused later, the student receives an email about the absence but does not receive communication later about the absence being excused.

4. The **Pattern** column shows the pattern of attendance for this student for up to the last 5 recorded attendances for this class. You also can mark only the students who are **Absent** or **Tardy** and then use the option below the grid to mark the remaining students present.

5. After completing the grid for that course at that time, select the **Save Attendance** button. Go back and edit or update absences at any time.

6. To export

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You can view the Attendance Tracker on the grid which displays the total absences recorded this term compared to excused absences (in parenthesis).

If you would like, you can **export** your Course Attendance to **Excel**.

Sample of Course Attendance export.

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Professors:				Legend:		
Printed On:	2022-09-22T10:07:48.000			. Student Marked Present for Course		
				# Absent - with the number being the absences occurances		
Total # of Enrollments	20			(e) Excused		
Total Drops	3			x Last Day of Attendance		
Total No-Shows	0			Attendance with a Comment (click the handle to view)		

Student	Enrollment Status	Total Absences	# of Excused Absences	8/31/2022	9/7/2022	9/14/2022	9/21/2022	9/28/2022	10/5/2022	########	########
Student Names		0	0								
		0	0								
		0	0								
		0	0								
	Dropped	0	0								
		0	0								
		0	0								
		0	0								
		0	0								
		0	0								
		0	0								
		0	0								

Questions & Answers

Q: *Why isn't one of the courses I am teaching appearing in my list of classes?*

The courses that an instructor is teaching will automatically appear in the platform if they are appropriately tied to the course in CUNYfirst. If you do not see a course that you are teaching or working with, you may need to check if you are officially assigned as the instructor. Only those classes that you are officially assigned to in your institution's SIS will appear.

Q: Can the attendance feature be used to track attendance for online asynchronous courses?

No.

Q: Is the course attendance part of a student's official record and subject to restrictions under the Family Educational Rights and Privacy Act (FERPA) and local privacy laws?

A: Yes! FERPA entitles students to access to any information considered part of their education record. Any record created in the Navigate CSI platform are considered part of a student's education record and are accessible by students, by open records requests and by court subpoenas. FERPA guidance and training are available through the Office of the Registrar.