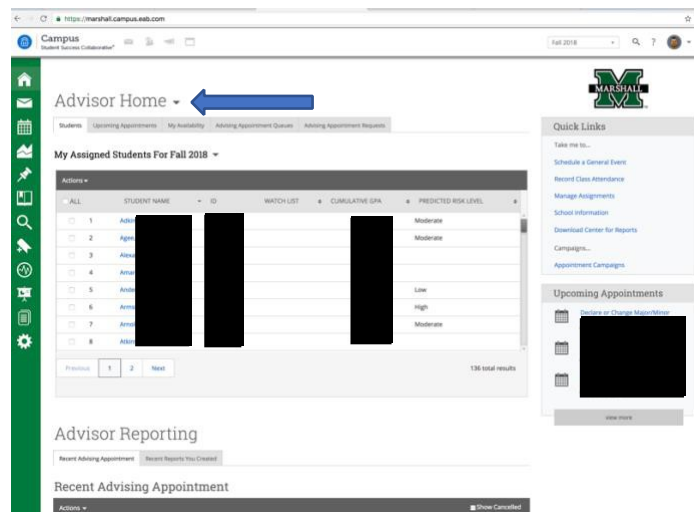


How to Record Attendance in SSC Navigate

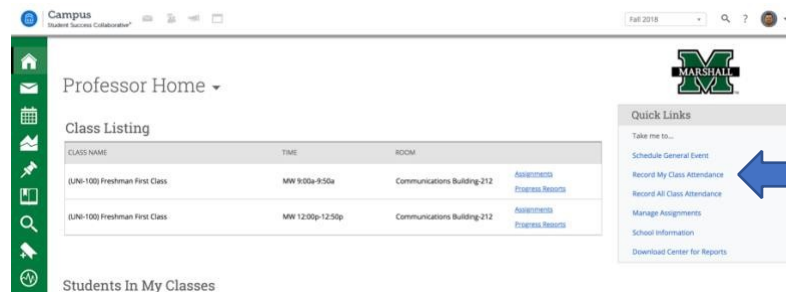
Instructors have the option to record attendance for any course meeting at any point. This is useful so that faculty can continue to call roll or gather attendance at class through their existing methods and report it through the tool at their convenience.

Absence Reporting Work-flow

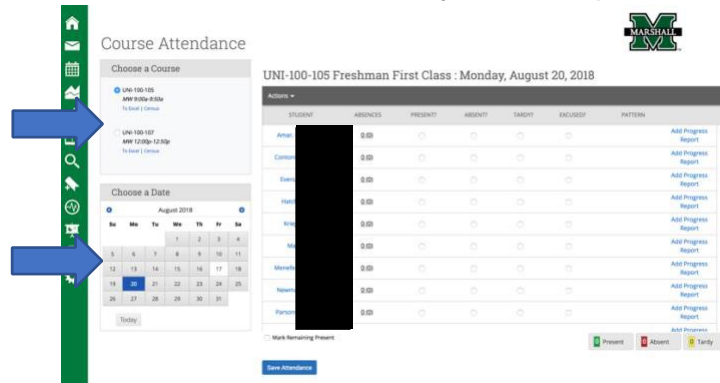
1. Go to SSC Navigate by either clicking on the SSC Navigate link under the faculty page on MYMU or going to marshall.campus.eab.com
2. Please make sure that you are on your Professor Home Screen. If you are on Advisor home just click the little arrow next to advisor home and click Professor Home



3. An instructor selects the 'Record My Class Attendance' option from the 'QuickLinks' section on their Professor Home Page.



4. The instructor selects the course and date they wish to report attendance for.



5. The instructor marks students as either 'Present', 'Absent', or 'Tardy'. If marked either 'Absent' or 'Tardy', they can also select the 'Excused' radio button. The column titled 'Pattern' on the right-hand side shows the pattern of attendance for this student for up to the last 5 course meetings. He/she also has the option to mark only the students who are 'Absent' or 'Tardy' and then use the option below the grid to mark the remaining students present. This allows faculty to only report the absent students. After completing the grid for that course at that time, the instructor selects the 'Save Attendance' button below the grid.

