

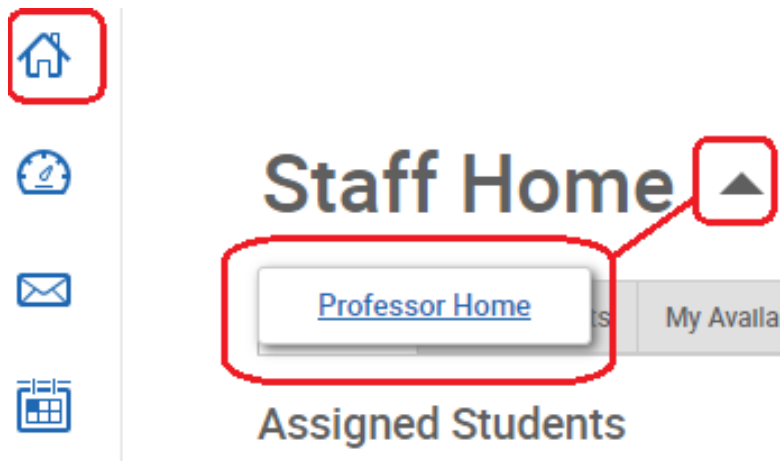
Recording Attendance

[Login to Navigate Here](#)

Navigate allows faculty and instructors to record attendance in the platform for in-person and online courses.

Step 1:

Go to your Professor Home page. If you are also an academic adviser, you may need to click on the drop-down arrow next to “Staff Home” and select Professor Home.



Help Is Available!

If you have questions, need assistance, or would like to learn more about what Navigate can offer, please contact our campus Navigate Administrator, Greg Lang, at Navigate@uwsp.edu. Greg also offers dedicated one-on-one meetings, training for departments, and other services to help you use Navigate to its full potential. We are here to help!

Step 2:

On your Professor Home page, select Record My Class Attendance in the Quick Links box, underneath the UWSP logo.

Quick Links

Take me to...

- [Schedule an Appointment](#)
- [Record My Class Attendance](#)
- [Resources & Information](#)
- [Download Center for Reports](#)

Help Is Available!

If you have questions, need assistance, or would like to learn more about what Navigate can offer, please contact our campus Navigate Administrator, Greg Lang, at Navigate@uwsp.edu . Greg also offers dedicated one-on-one meetings, training for departments, and other services to help you use Navigate to its full potential. We are here to help!

Step 3:

Select the course and date you wish to report attendance for and proceed with recording attendance.

Course Attendance



Choose a Course

☐ 1028-Get Out Me Swamp 2!
TR 3:00pm - 4:00pm ET
Term: Spring 2023
[To Excel](#) | [Census](#)

☒ 1028-Get Out Me Swamp!
MWF 9:00am - 10:00am ET
Term: Spring 2023
[To Excel](#) | [Census](#)

☐ 2589-Loca
TR 10:00am - 11:00am ET
Term: Fall 2023
[To Excel](#) | [Census](#)

1028-Get Out Me Swamp! Swamp Ecosystems : Monday, October 02, 2023

Actions ▾						
STUDENT	ABSENCES	PRESENT?	ABSENT?	TARDY?	EXCUSED?	PATTERN
Ogre, Shrek	2 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<div><div></div><div></div></div> Add Progress Report
<input type="checkbox"/> Mark Remaining Present						
<div><div>0 Present</div><div>0 Absent</div><div>0 Tardy</div></div>						

Save Attendance

Choose a Date

October 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Help Is Available!

If you have questions, need assistance, or would like to learn more about what Navigate can offer, please contact our campus Navigate Administrator, Greg Lang, at Navigate@uwsp.edu . Greg also offers dedicated one-on-one meetings, training for departments, and other services to help you use Navigate to its full potential. We are here to help!

Mark students as Present, Absent, Tardy, or Excused. If you mark the student as Absent or Tardy, but also as Excused, the student receives no communication about the absence. If you mark a student Absent or Tardy but do not mark it Excused, the student receives an email about the absence.

Course Attendance



Choose a Course

☐ 1028-Get Out Me Swamp 2!
TR 3:00pm - 4:00pm ET
Term: Spring 2023
[To Excel](#) | [Census](#)

☒ 1028-Get Out Me Swamp!
MWF 9:00am - 10:00am ET
Term: Spring 2023
[To Excel](#) | [Census](#)

☐ 2589-Loca
TR 10:00am - 11:00am ET
Term: Fall 2023
[To Excel](#) | [Census](#)

1028-Get Out Me Swamp! Swamp Ecosystems : Monday, October 02, 2023

Actions ▾						
STUDENT	ABSENCES	PRESENT?	ABSENT?	TARDY?	EXCUSED?	PATTERN
Ogre, Shrek	2 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	II Add Progress Report
<input type="checkbox"/> Mark Remaining Present					<div>0 Present</div> <div>0 Absent</div> <div>0 Tardy</div>	

Save Attendance

Choose a Date

October 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Help Is Available!

If you have questions, need assistance, or would like to learn more about what Navigate can offer, please contact our campus Navigate Administrator, Greg Lang, at Navigate@uwsp.edu . Greg also offers dedicated one-on-one meetings, training for departments, and other services to help you use Navigate to its full potential. We are here to help!

To save time, you can mark only the Absent or Tardy students then use the Mark Remaining Present option below the grid to mark the remaining students present.

The Pattern column shows the pattern of attendance for this student for up to the last 5 recorded attendances for this class.

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

Help Is Available!

If you have questions, need assistance, or would like to learn more about what Navigate can offer, please contact our campus Navigate Administrator, Greg Lang, at Navigate@uwsp.edu . Greg also offers dedicated one-on-one meetings, training for departments, and other services to help you use Navigate to its full potential. We are here to help!