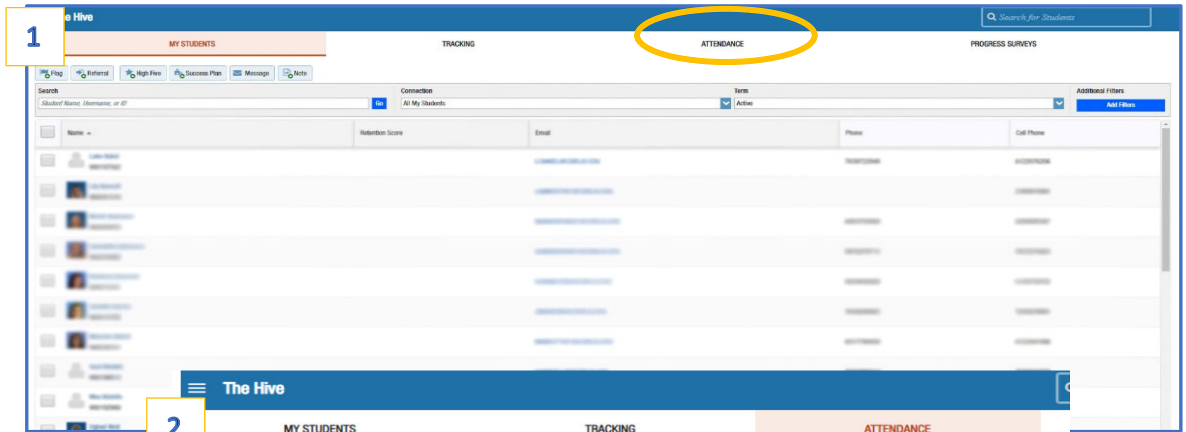
How to Take Attendance:

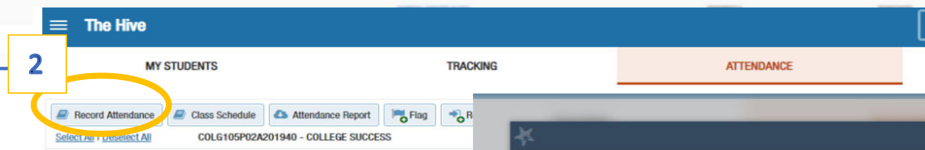
The Hive is a platform that links faculty, advisors, student services and students in a connected community designed to enhance student success through mutual support.

You are asked to use The Hive to take attendance in your classes. This is an easy process that takes only moments to record. Start by clicking on “Students” found in the left side navigation menu in The Hive.

1. Start by clicking on the Attendance tab at the top of the page.

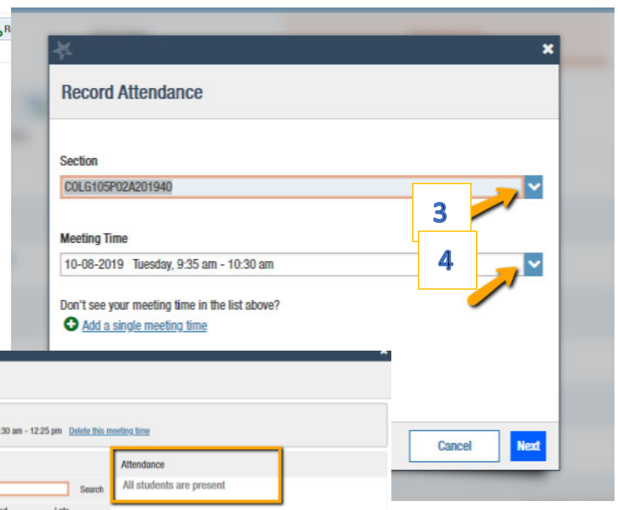


2. Once on the Attendance tab click on the Record Attendance button at the top left side of the action bar.



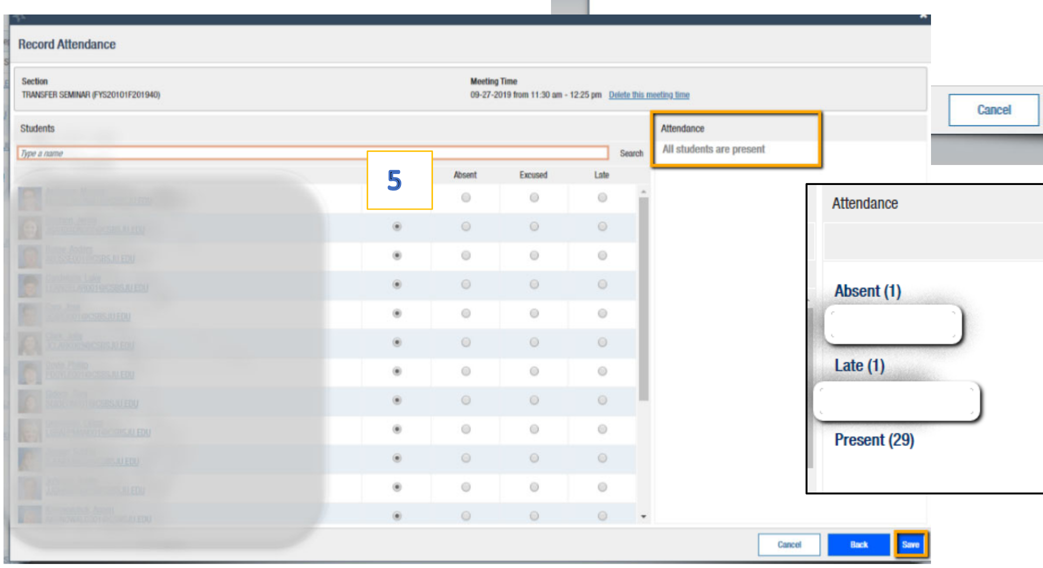
3. The Record Attendance box will pop up. Select the course you want to record attendance for from the drop-down menu labeled “Section”.

4. Using the drop down at “Meeting Time” find the date and time for which you wish to record attendance. Note – the system will default to the next date/time for which you have yet to record attendance, use the drop down to select an alternate date as needed.



5. You should now see your section and meeting time displayed at the top of the page and a list of the students enrolled in your class. There will be radio buttons to use in recording attendance.

The system will automatically default attendance status to Present. If you have students that were Absent, Excused or Late, record those by clicking the corresponding button in each column. As you do so the list on the right side will automatically update and list any students who were absent, late etc. Click on the Save button when you have finished recording attendance.



6. If you wish to run an attendance report, simply click on the attendance report button in the actions bar of the student page. You will then see a list of students with their picture, name, phone number and email as well as any dates they were absent from your class.