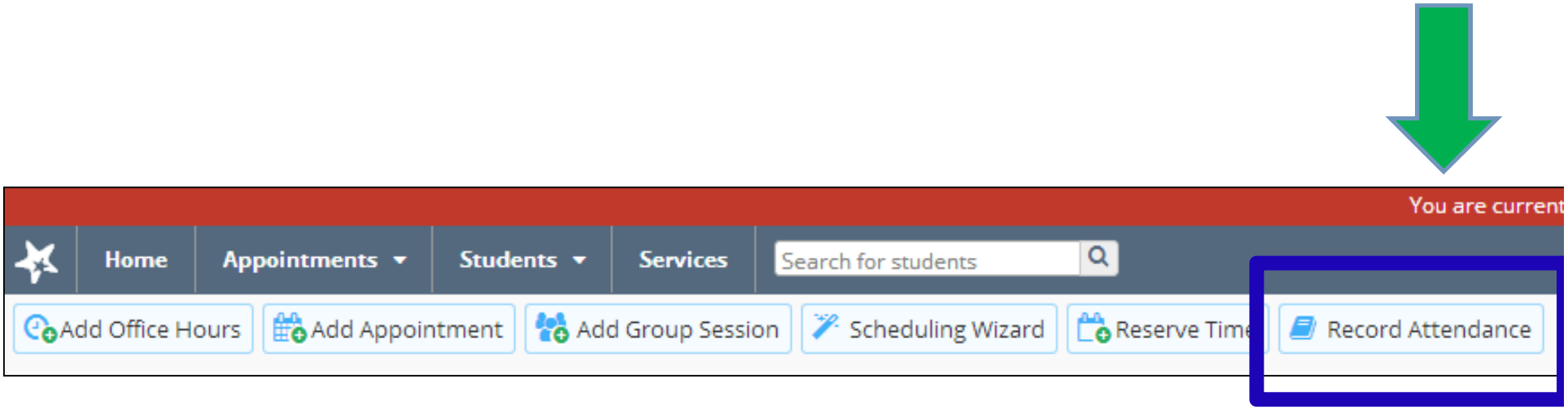
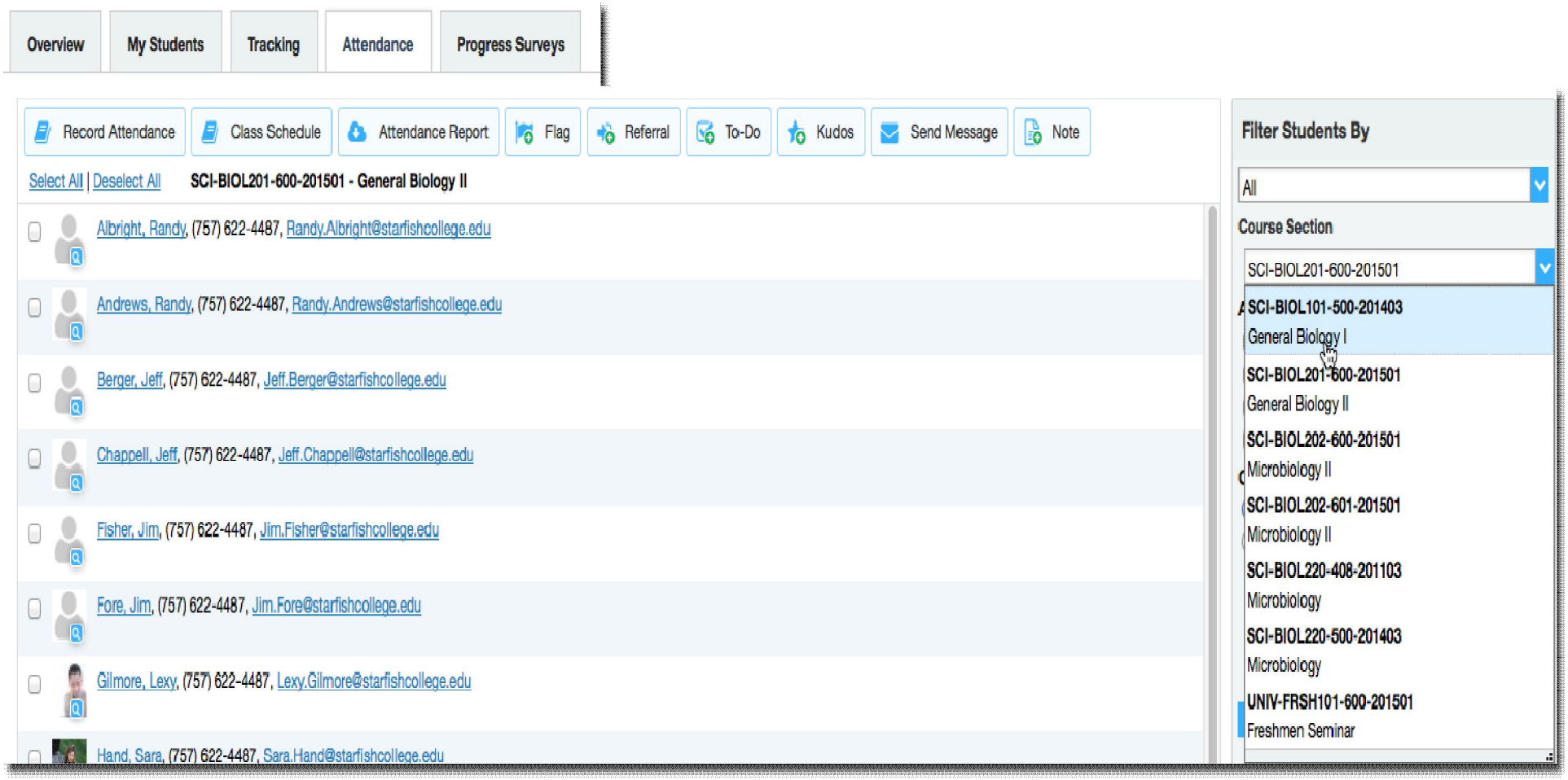
Recording Attendance

1. From either the Attendance Tab in the Students Section, or the Starfish Home Page, you can click the Record Attendance Button.



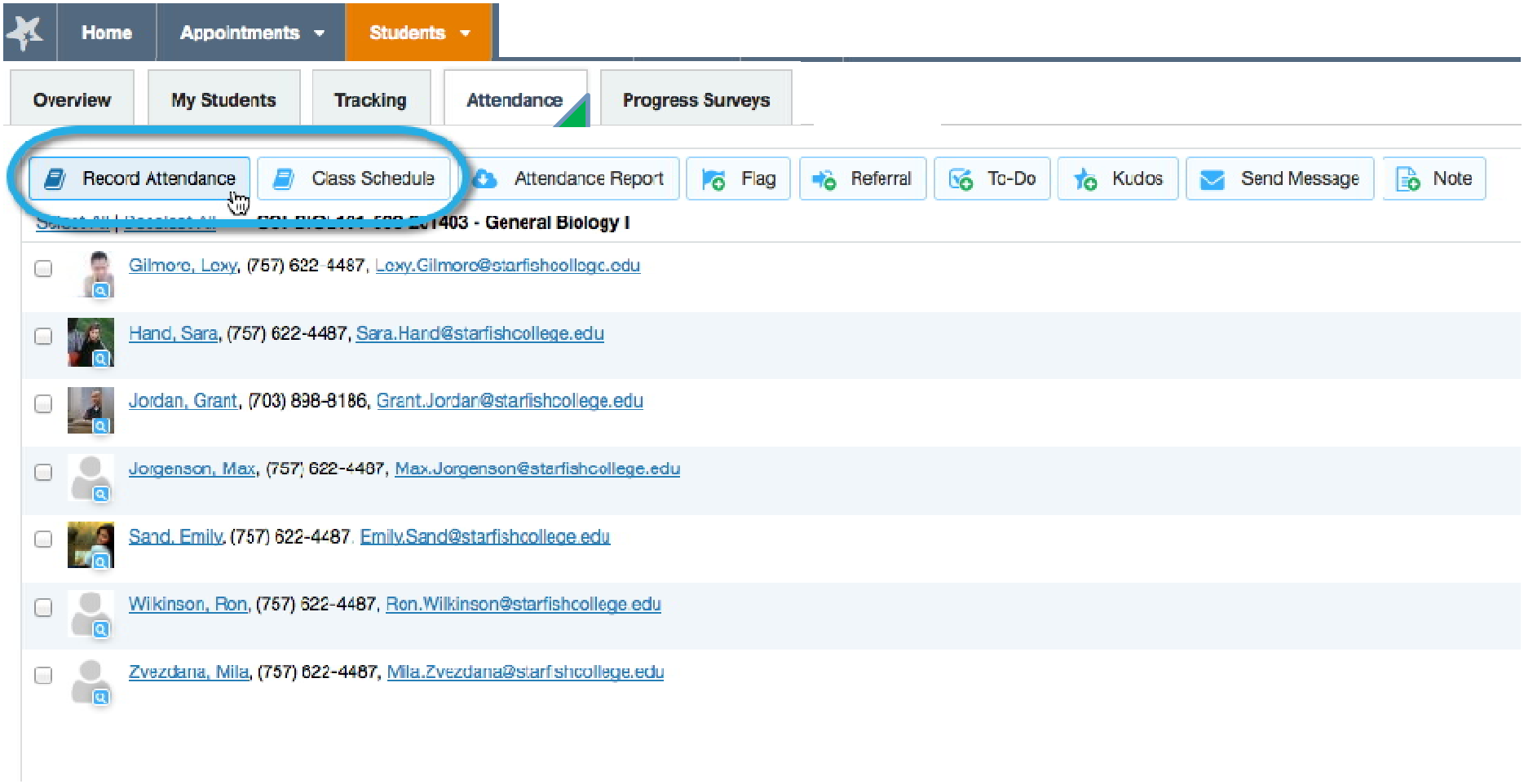
Select the course section

2. Select the course for which you wish to record attendance.



First You Must Set up Class Schedule

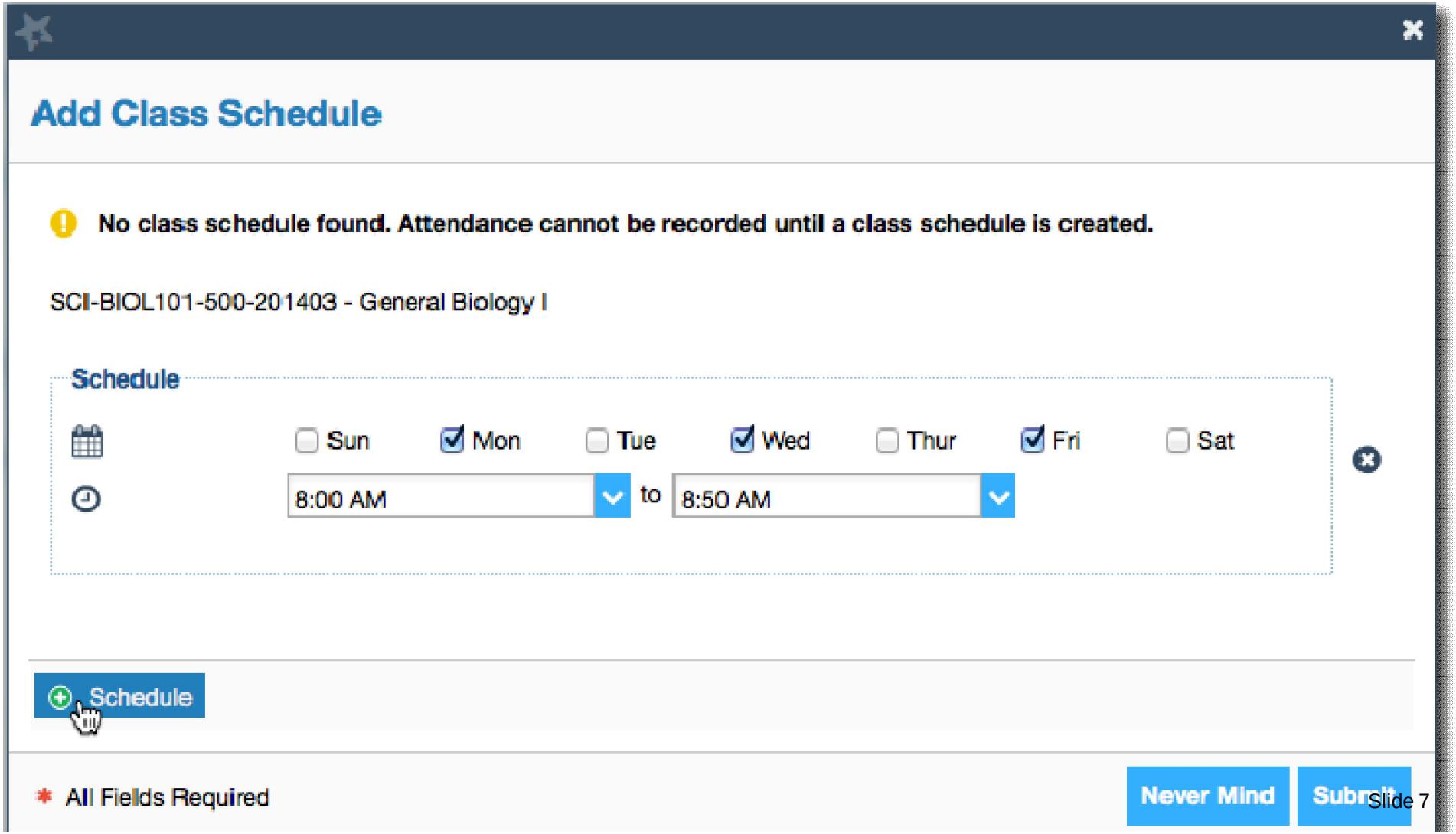
3. Before recording attendance for the first time in a course, you must set up the class schedule. Select the class schedule button in the top banner.



First You Must Set up Class Schedule

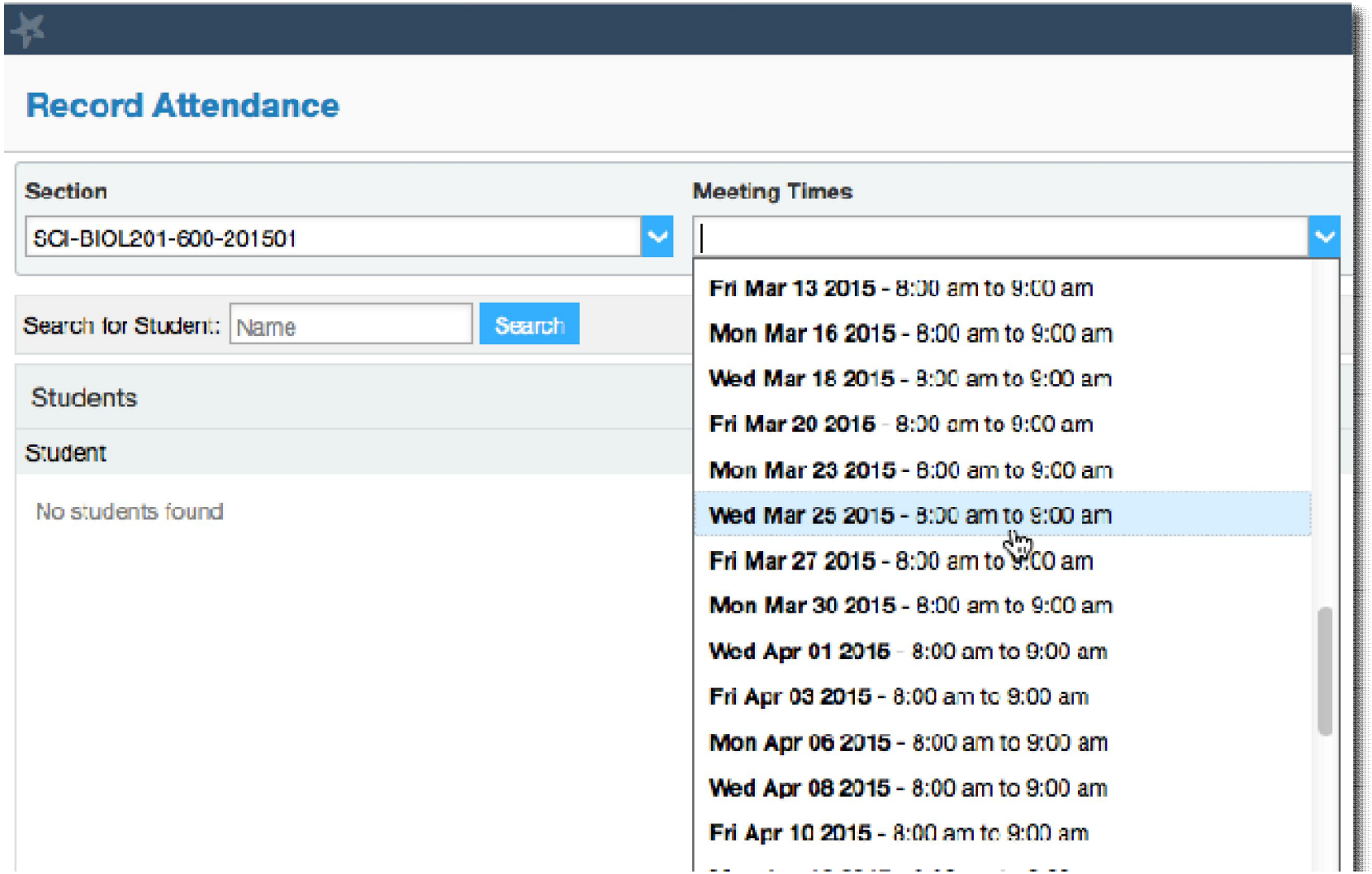
4. Select the course meeting dates and session times (can be multiple with lab)

*Note you will receive an error message until the course schedule is built.



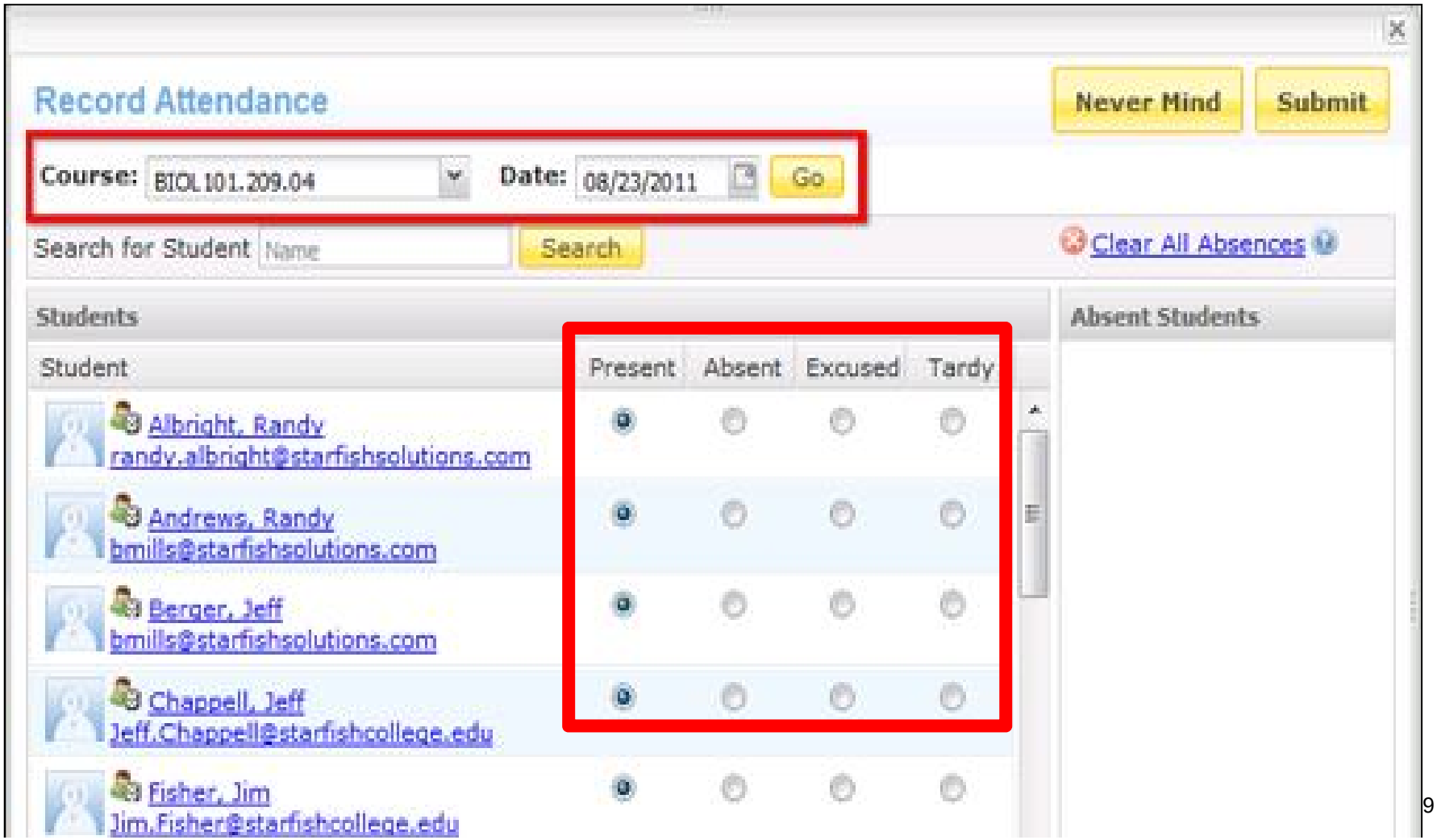
Select the Class Meeting Date and Time

5. Select the class meeting date for which you wish to record attendance.



Recording Attendance

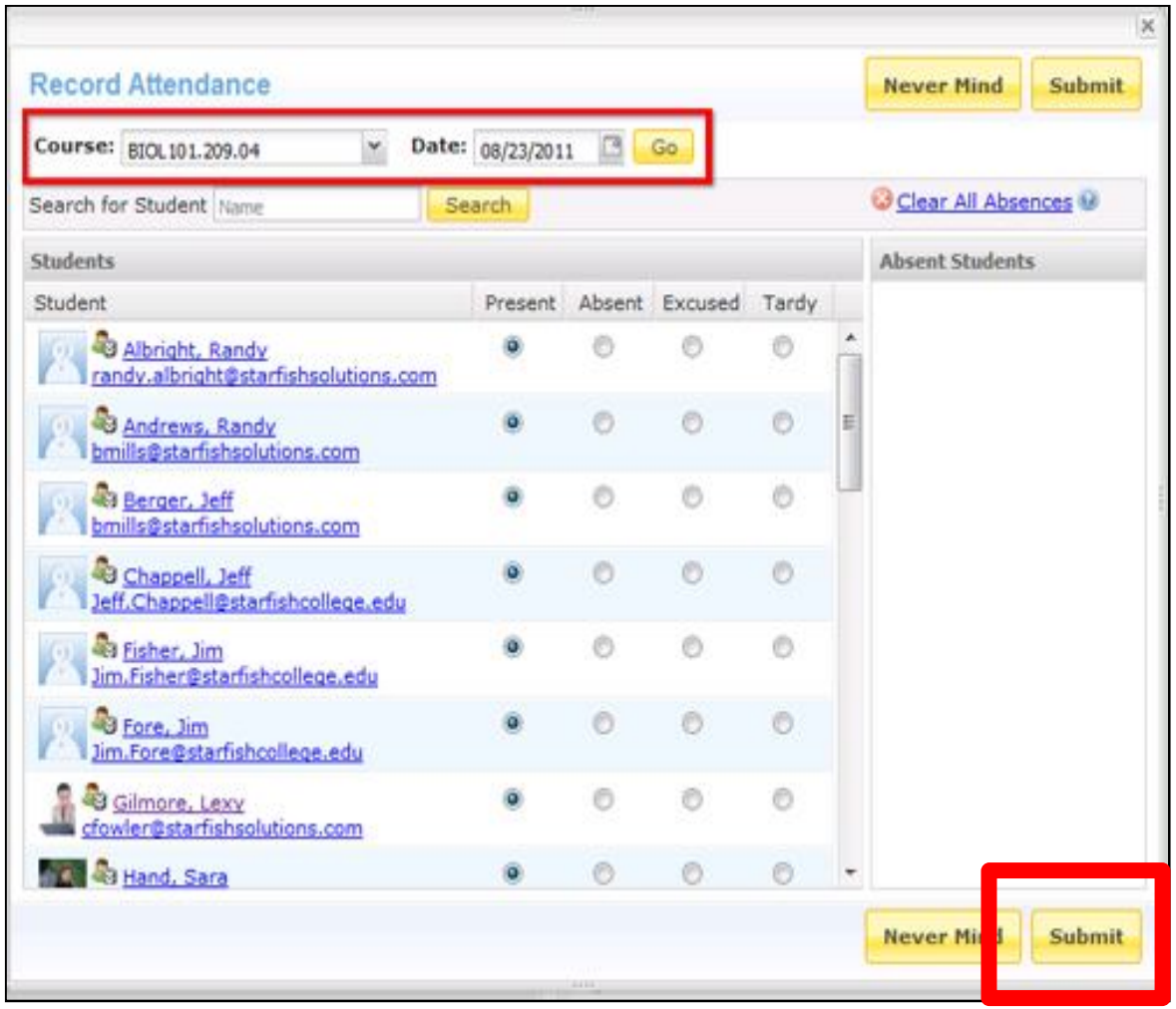
6. Simply click the radio buttons to mark students as Absent, Tardy, or for an Excused Absence.



Recording Attendance

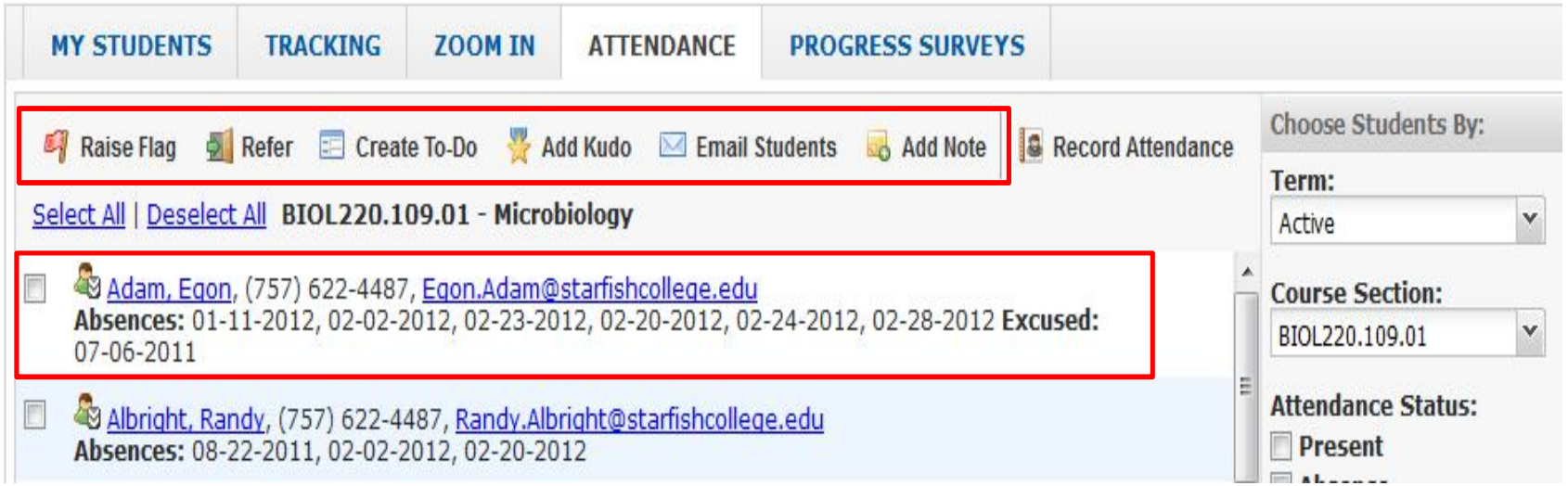
7. Click Submit to record your results.

Note: If all students attended class on the selected date, you can simply click Submit to mark them all present.



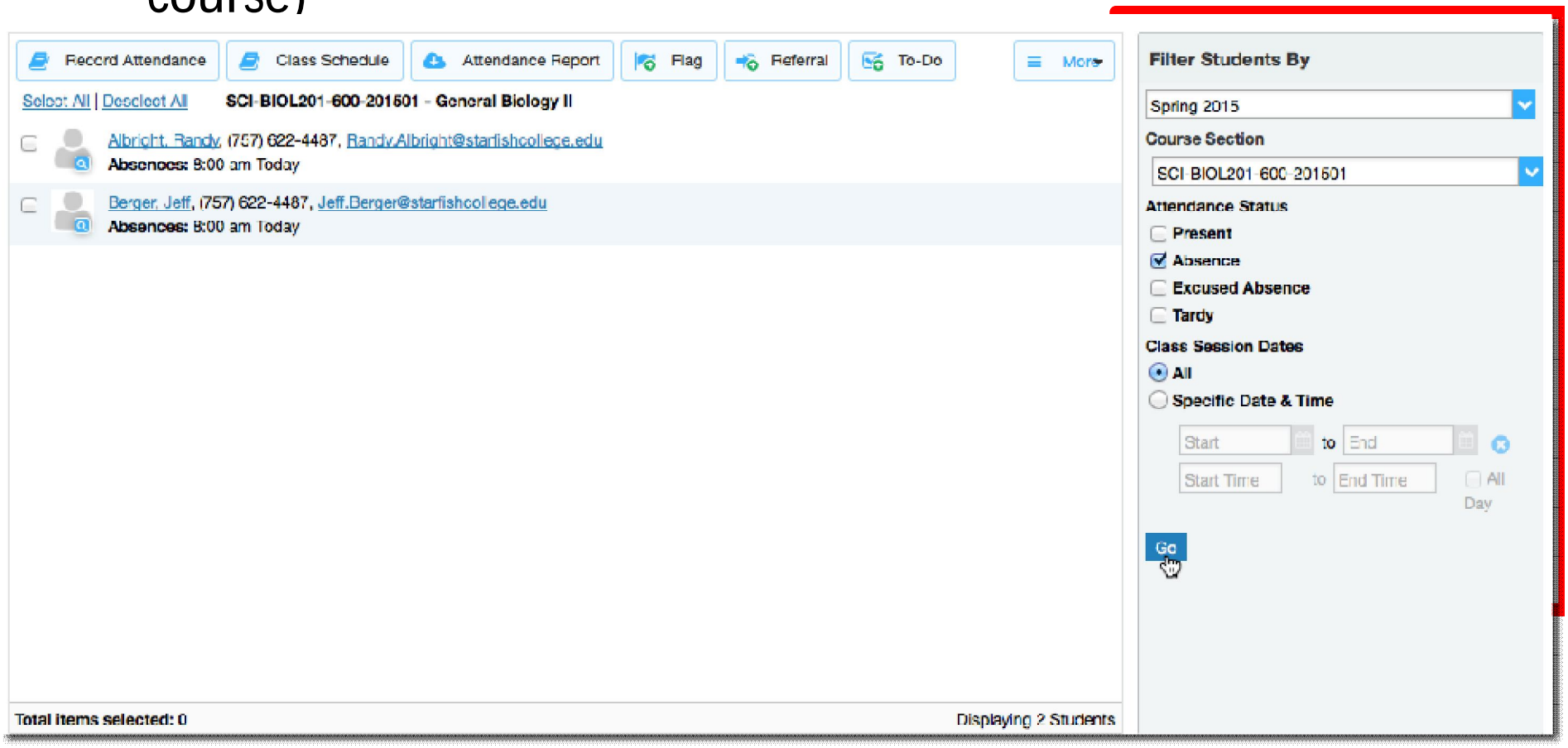
Viewing Attendance: Instructors

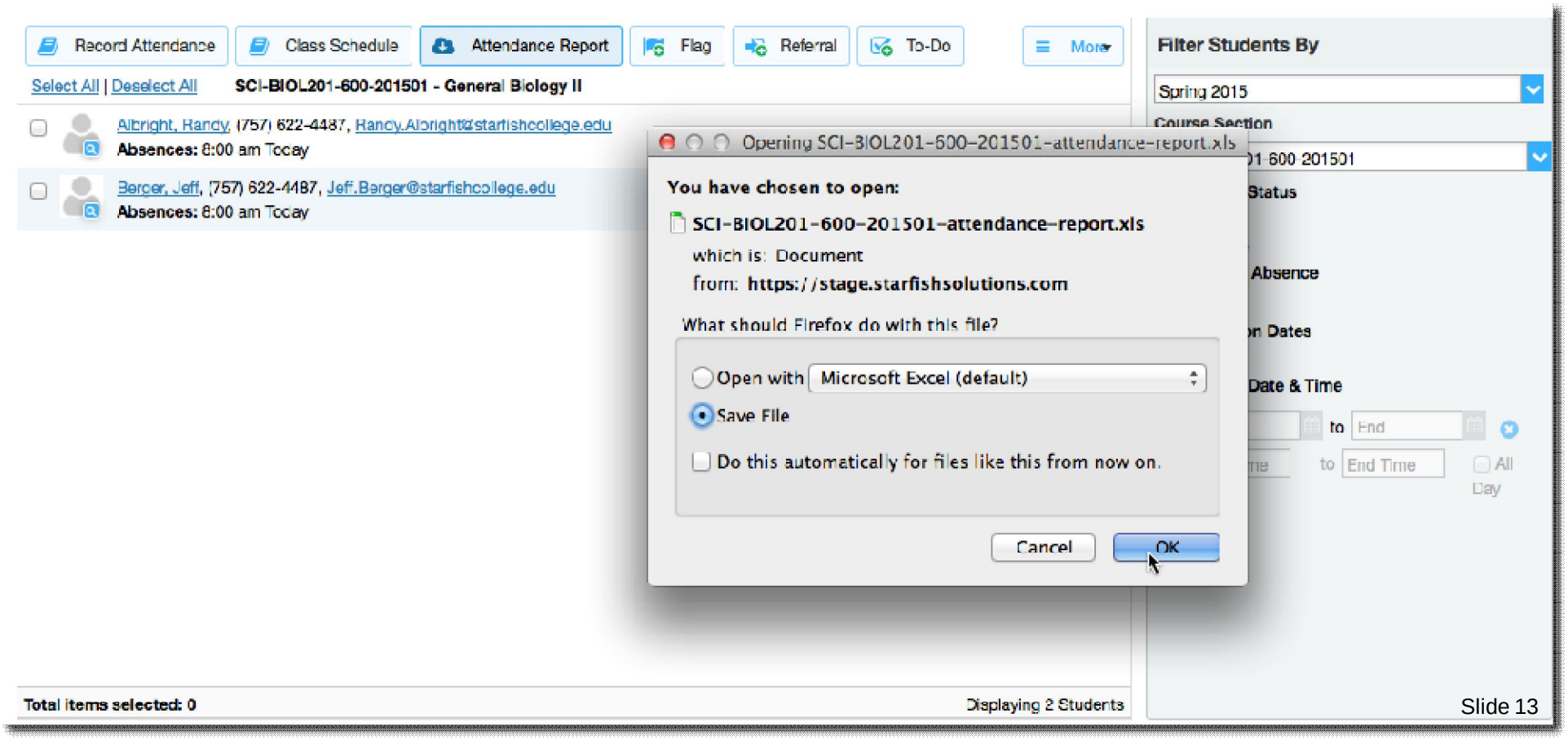
- Instructor View:
  - Instructors can view overall absences for a course Roster when viewing the Attendance Tab.
  - Instructors can raise tracking items, send email, and make notes directly from this view.



Viewing Attendance: Filtering for Criteria

- Instructor View:
  - Instructors can filter based on their desired criteria (all students who were absent on a specific date, or at anytime during the course)



Running Attendance Reports

- Instructors can run attendance reports for specific criteria or for their entire course and download an Excel File