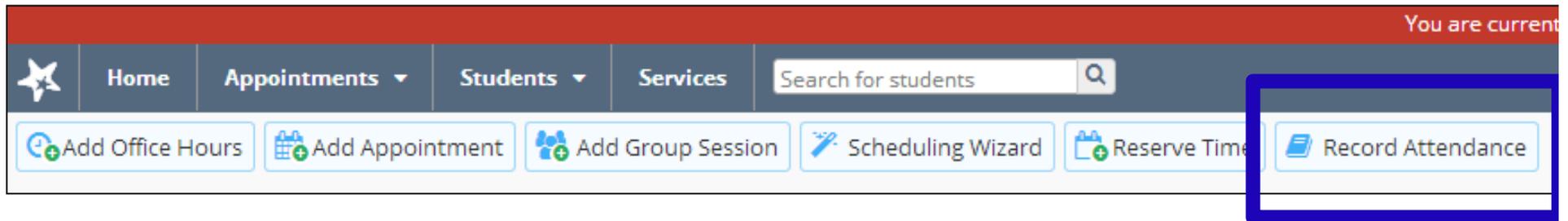


Recording Attendance

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.

Overview My Students Tracking Attendance Progress Surveys

Record Attendance Class Schedule Attendance Report Flag Referral To-Do Kudos Send Message Note

Select All Deselect All SCI-BIOL201-600-201501 - General Biology II

- Albright, Randy, (757) 622-4487, Randy.Albright@starfishcollege.edu
- Andrews, Randy, (757) 622-4487, Randy.Andrews@starfishcollege.edu
- Berger, Jeff, (757) 622-4487, Jeff.Berger@starfishcollege.edu
- Chappell, Jeff, (757) 622-4487, Jeff.Chappell@starfishcollege.edu
- Fisher, Jim, (757) 622-4487, Jim.Fisher@starfishcollege.edu
- Fore, Jim, (757) 622-4487, Jim.Fore@starfishcollege.edu
- Gilmore, Lexy, (757) 622-4487, Lexy.Gilmore@starfishcollege.edu
- Hand, Sara, (757) 622-4487, Sara.Hand@starfishcollege.edu

Filter Students By

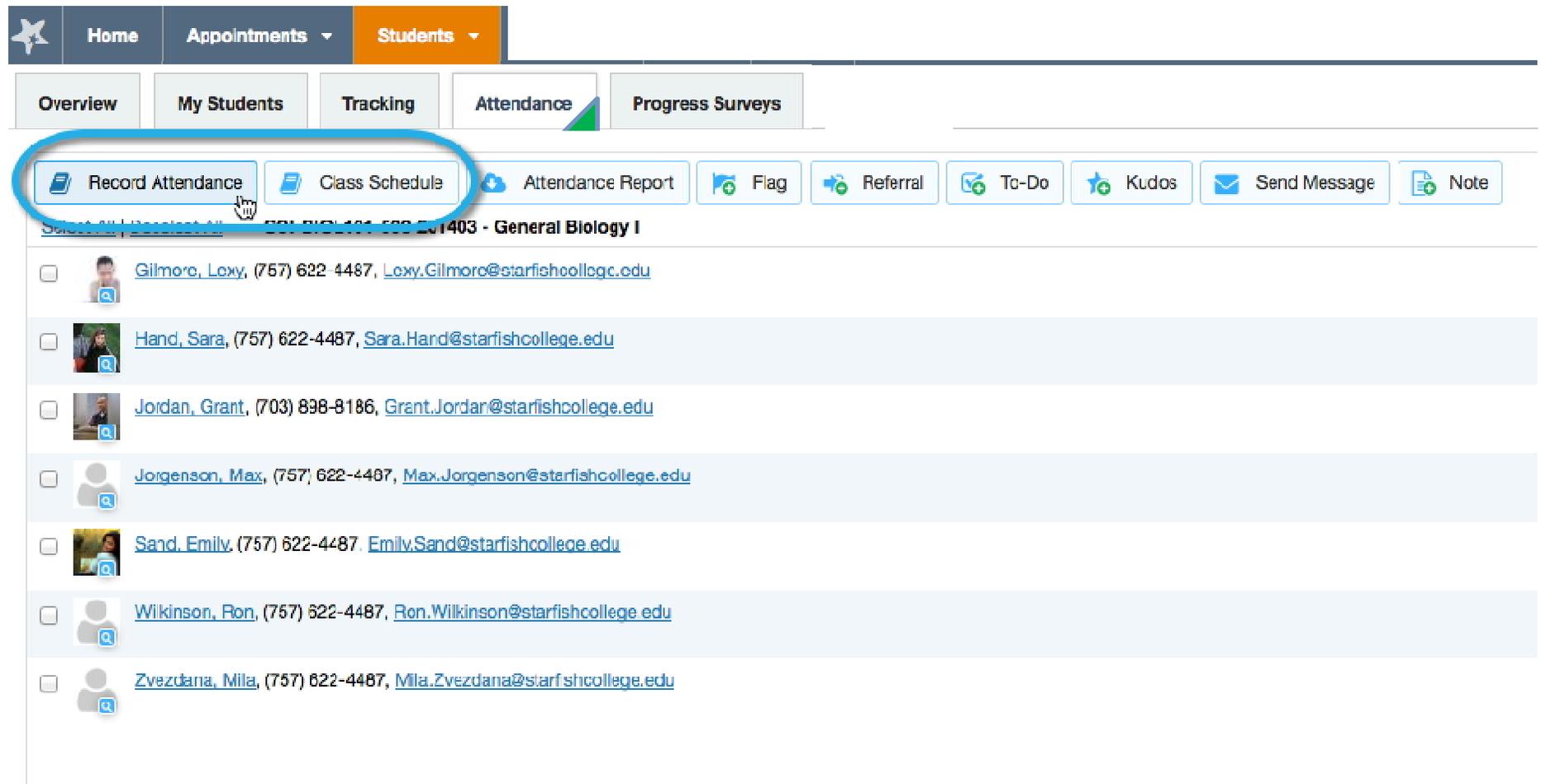
All

Course Section

- SCI-BIOL201-600-201501
- SCI-BIOL101-500-201403**
General Biology I
- SCI-BIOL201-600-201501
General Biology II
- SCI-BIOL202-600-201501
Microbiology II
- SCI-BIOL202-601-201501
Microbiology II
- SCI-BIOL220-408-201103
Microbiology
- SCI-BIOL220-500-201403
Microbiology
- UNIV-FRSH101-600-201501
Freshmen Seminar

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.



The screenshot displays a web application interface for a course. At the top, there is a navigation bar with tabs for 'Home', 'Appointments', and 'Students'. Below this, there is a secondary navigation bar with tabs for 'Overview', 'My Students', 'Tracking', 'Attendance', and 'Progress Surveys'. A toolbar below the 'Attendance' tab contains several buttons: 'Record Attendance', 'Class Schedule', 'Attendance Report', 'Flag', 'Referral', 'To-Do', 'Kudos', 'Send Message', and 'Note'. The 'Class Schedule' button is highlighted with a red circle. Below the toolbar, the course title 'General Biology I' is visible, followed by a list of student names and contact information, each with a checkbox and a search icon.

Home Appointments Students

Overview My Students Tracking Attendance Progress Surveys

Record Attendance Class Schedule Attendance Report Flag Referral To-Do Kudos Send Message Note

General Biology I

- Gilmore, Loxy, (757) 622-4487, Loxy.Gilmore@starfishcollege.edu
- Hand, Sara, (757) 622-4487, Sara.Hand@starfishcollege.edu
- Jordan, Grant, (703) 898-8186, Grant.Jordan@starfishcollege.edu
- Jorgenson, Max, (757) 622-4487, Max.Jorgenson@starfishcollege.edu
- Sand, Emily, (757) 622-4487, Emily.Sand@starfishcollege.edu
- Wilkinson, Ron, (757) 622-4487, Ron.Wilkinson@starfishcollege.edu
- Zvezdana, Mila, (757) 622-4487, Mila.Zvezdana@starfishcollege.edu

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.

Add Class Schedule

! No class schedule found. Attendance cannot be recorded until a class schedule is created.

SCI-BIOL101-500-201403 - General Biology I

Schedule

Sun Mon Tue Wed Thur Fri Sat

to

* All Fields Required

Select the Class Meeting Date and Time



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

Record Attendance

Section
SCI-BIOL201-600-201501

Meeting Times

Search for Student:

Students

Student

No students found

Meeting Times List:

- Fri Mar 13 2015 - 8:00 am to 9:00 am
- Mon Mar 16 2015 - 8:00 am to 9:00 am
- Wed Mar 18 2015 - 8:00 am to 9:00 am
- Fri Mar 20 2015 - 8:00 am to 9:00 am
- Mon Mar 23 2015 - 8:00 am to 9:00 am
- Wed Mar 25 2015 - 8:00 am to 9:00 am**
- Fri Mar 27 2015 - 8:00 am to 9:00 am
- Mon Mar 30 2015 - 8:00 am to 9:00 am
- Wed Apr 01 2015 - 8:00 am to 9:00 am
- Fri Apr 03 2015 - 8:00 am to 9:00 am
- Mon Apr 06 2015 - 8:00 am to 9:00 am
- Wed Apr 08 2015 - 8:00 am to 9:00 am
- Fri Apr 10 2015 - 8:00 am to 9:00 am

Recording Attendance

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

Record Attendance Never Mind Submit

Course: BIOL101.209.04 Date: 08/23/2011 Go

Search for Student Search Clear All Absences

Student	Present	Absent	Excused	Tardy
Albright, Randy randy.albright@starfishsolutions.com	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Andrews, Randy bmills@starfishsolutions.com	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Berger, Jeff bmills@starfishsolutions.com	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chappell, Jeff Jeff.Chappell@starfishcollege.edu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fisher, Jim Jim.Fisher@starfishcollege.edu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Absent Students

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.

The screenshot displays the 'Record Attendance' web application. At the top, there are 'Never Mind' and 'Submit' buttons. Below them, a red box highlights the 'Course' dropdown menu (set to 'BIOL101.209.04') and the 'Date' field (set to '08/23/2011') with a 'Go' button. A search bar for student names is also visible. The main area contains a table with columns for 'Student', 'Present', 'Absent', 'Excused', and 'Tardy'. The 'Present' column for all students has a radio button selected. To the right of the table is an 'Absent Students' column. At the bottom right, another red box highlights the 'Submit' button.

Student	Present	Absent	Excused	Tardy
Albright, Randy randy.albright@starfishsolutions.com	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Andrews, Randy bmills@starfishsolutions.com	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Berger, Jeff bmills@starfishsolutions.com	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chappell, Jeff Jeff.Chappell@starfishcollege.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fisher, Jim Jim.Fisher@starfishcollege.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fore, Jim Jim.Fore@starfishcollege.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gilmore, Lexy cfowler@starfishsolutions.com	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hand, Sara	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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.

The screenshot shows the instructor attendance view for the course BIOL220.109.01 - Microbiology. The interface includes a navigation bar with tabs for MY STUDENTS, TRACKING, ZOOM IN, ATTENDANCE, and PROGRESS SURVEYS. Below the navigation bar, there is a toolbar with icons for Raise Flag, Refer, Create To-Do, Add Kudo, Email Students, Add Note, and Record Attendance. The main content area displays a list of students with their names, contact information, and attendance records. The student Adam Egon is highlighted with a red box, showing his absences on 01-11-2012, 02-02-2012, 02-23-2012, 02-20-2012, 02-24-2012, and 02-28-2012, and an excused absence on 07-06-2011. The student Albright, Randy is also listed with absences on 08-22-2011, 02-02-2012, and 02-20-2012. On the right side, there is a sidebar for filtering students by Term (Active), Course Section (BIOL220.109.01), and Attendance Status (Present, Absent).

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)

The screenshot displays the attendance reporting interface for the course "SCI-BIOL201-600-201601 - General Biology II". At the top, there are navigation buttons: "Record Attendance", "Class Schedule", "Attendance Report", "Flag", "Referral", "To-Do", and "More". Below these, the course name is shown, along with "Select: All" and "Deselect All" options. A list of students is visible, with two entries: "Albright, Randy" and "Berger, Jeff", both showing "Absences: 8:00 am Today".

On the right side, there is a "Filter Students By" panel with the following options:

- Filter Students By:** Spring 2015 (dropdown)
- Course Section:** SCI BIOL201 600 201601 (dropdown)
- Attendance Status:**
 - Present
 - Absence
 - Excused Absence
 - Tardy
- Class Session Dates:**
 - All
 - Specific Date & Time
 - Start [calendar icon] to End [calendar icon] [plus icon]
 - Start Time [input] to End Time [input] All Day

A "Go" button is located at the bottom of the filter panel. At the bottom of the main interface, it says "Total items selected: 0" and "Displaying 2 Students".

Running Attendance Reports

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

Record Attendance | Class Schedule | Attendance Report | Flag | Referral | To-Do | More

Select All | Deselect All | SCI-BIOL201-600-201501 - General Biology II

Albright, Randy, (757) 622-4487, Randy.Albright@starfishcollege.edu
Absences: 8:00 am Today

Berger, Jeff, (757) 622-4487, Jeff.Berger@starfishcollege.edu
Absences: 8:00 am Today

Filter Students By
Spring 2015
Course Section
201-600-201501
Status
Absence
on Dates
Date & Time
to End
to End Time
All Day

Opening SCI-BIOL201-600-201501-attendance-report.xls

You have chosen to open:
SCI-BIOL201-600-201501-attendance-report.xls
which is: Document
from: <https://stage.starfishsolutions.com>

What should Firefox do with this file?

Open with Microsoft Excel (default)

Save File

Do this automatically for files like this from now on.

Cancel OK

Total items selected: 0 | Displaying 2 Students | Slide 13