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## **Attendance & Retention**

When faculty take Attendance in Starfish it will automatically send a flag to any student who has missed the first day of class, a total of 3 classes, or a total of 4 classes. This will help many students in the critical first week and throughout the semester.

# **Getting Started**

- Sign in to Blackboard at <u>mcc.open.suny.edu</u> using Google Chrome. Sign in using your full e-mail address.
- Check the Browser Compatibility box on the left side of the screen. Resolve any red X's by adjusting browser settings.
- Click the **Starfish Home** link located in the blue band in the middle of the page **or** click the Starfish Support tab in the top navigation bar and click the **Starfish Home** link located in the blue band on the next page.

### Before You Can Take Attendance Set Up Your Class Schedule

- 1. Choose the "Students" tab.
- 2. Click the "Attendance" tab below the Students Tab.
- 3. Click "Class Schedule" to put in class meeting times.

Home

### How To Take Attendance

- On your Starfish Home page, click
  "Record Attendance".
- 2. In the Record Attendance screen, select the **Course** and the **Date** of the class session for which you want to record attendance.
- Make the appropriate selection for each student in your class.
- When all students are marked with the appropriate status, select the Submit button to save.

Add Office Hours 🛛 🕏 Add Appointment 🔤 Add Group	o Session 🛛 🔤	Scheduling W	/izard 🖪 Re	ecord Atten	dance
Record Attendance		-			
Course: BIOL101.209.04 V Date	e: 08/23/20	11 🖪 🗌	Go		
Search for Student Name	Search				1
Students	_			_	
Student	Present	Absent	Excused	Tardy	
Albright, Randy randy.albright@starfishsolutions.com	۲	20	0	0	ĥ
Andrews, Randy bmills@starfishsolutions.com	۲	0	0	0	E
Berger, Jeff bmills@starfishsolutions.com	۲	0	0	0	-
2 Chappell, Jeff Jeff.Chappell@starfishcollege.edu	۲	0	0	0	
Hand, Sara	۲	0	0	0	-
		Never Mind		Submit	

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Students

Attendance

E Class Sched

Services

Attendance Rep

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