



## Student Attendance Surveys weeks 2 and 4

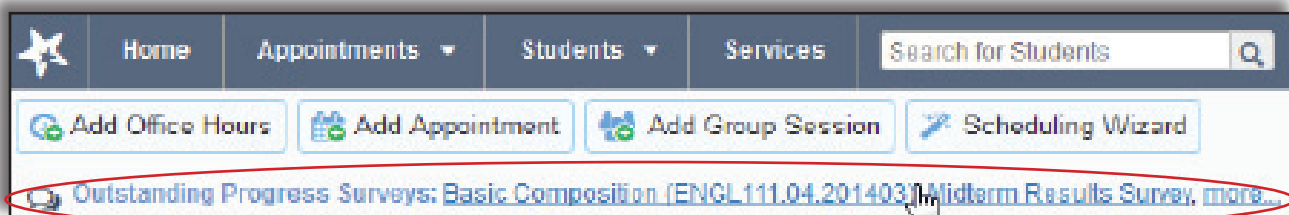
Weeks 2 and 4 of the semester faculty will receive a **Student Attendance Survey** for each class they teach. They will include every student on the class roster.

### Getting Started

- Sign in to Blackboard at [mcc.open.suny.edu](http://mcc.open.suny.edu) using **Google Chrome**
- Click the Starfish Support tab
- Click Starfish Home in the blue bar at the top of the page



### Completing Attendance Surveys



- Click the link for the survey that will come in the survey announcement email Or when on the home page in Starfish you can click the link that is in the upper left corner of the screen “Outstanding Progress Surveys”.
- A pull down menu will allow you to choose each class you teach
- On the next screen you will see the names of students in your class and a column of check boxes to flag students who have missed 50% or more of the class meeting times.
- **Please, do NOT click submit at the bottom until you have finished making your selections for the entire roster.** You cannot edit a submitted survey.

Survey: Introduction to Creative Writing (ENGL200.01.201403): Midterm Re...

Name *	No Feedback	50% or more classes missed
Caricks, Peter 99315439F	✓	<input type="checkbox"/>
Edwined, Pamela 99315409F	✓	<input type="checkbox"/>
Kellford, Mackenzie 99315289F		<input checked="" type="checkbox"/>
Nicahan, Emily 99315199F	✓	<input type="checkbox"/>
Bankoff, Recci 99315319F		<input checked="" type="checkbox"/>

Required fields

Save Draft Never Mind Submit

Don't submit until you are done with your survey!