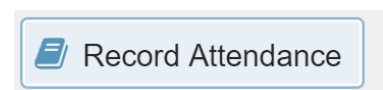


Attendance Adding a Note (Tardy)

Faculty can add a note to a student's record while recording attendance. This can be used to indicate when a student is tardy or to add any other additional information.

To Add a Note While Taking Attendance in Starfish:

1. From myMCC, select the "Employee" option at the top of the screen, then select the "Starfish" tab from the second row of options.
2. Click the blue Starfish Home icon in the left-hand side of the page, then select far right "Record Attendance" button.
3. In the "Section" dropdown field, select the course section for which you wish to record attendance. On the "Meeting Time" dropdown, choose the date for which you want to record attendance. Choose "Next."



 A screenshot of the "Record Attendance" form. It features two dropdown menus: "Section" with the value "201990-MON-12242" and "Meeting Time" with the value "09-08-2019 Sunday, 7:00 am - 8:00 am". Below these is a link "Add a single meeting time" and two buttons at the bottom: "Never Mind" and "Next".


4. The roster of students will appear, and each student's attendance will default to "present." If you have students who were not present, select "absent" or another status for each student based on the definitions. **Please consult side 2 of this document for guidelines on how to select from the available attendance options.**
5. To add a note, hover over the student's name and a pop-up menu will appear offering options to add a flag, a kudo, a message, or a note.

6. Select Note.
7. Select "General Shared Note" from the "Note Type" drop box.
8. Enter "Tardy" for the subject.
9. Enter any comments in the "Note" text box.
10. Select "Private" for "Note Sharing"

 A screenshot of the "Create Note" form. It includes fields for "Note Type", "Date" (08-24-2019), "Subject", and a large "Note" text area. There are checkboxes for "Send copy of note to yourself" and "Send copy of note to student". At the bottom, there are radio buttons for "Note Sharing" (Shared and Private), a "Note Permissions" section, and "Never Mind" and "Submit" buttons.

11. Select "Submit" and a note has now been added to the student's records.

To View a Student Note:

1. From myMCC, select the “Employee” option at the top of the screen, then select the “Starfish” tab from the second row of options.
2. Click the  icon in the top left-hand corner, then select “Students”.
3. Click on an individual student’s name.
4. Click on “Notes” in the menu on the left.
5. You will see a list of all of the notes including dates and subject for this student.

