


For online (SLN) classes, faculty will record attendance only once a week for the entire week, based on whether a student completed an “academically-related activity” at any time during the previous week’s Monday through Sunday reporting period. Faculty will report this weekly by end of business on Monday of the following week using Starfish. Based on this attendance data, **students will receive warning messages once they have missed 10%, 20% and 30% of a class.**

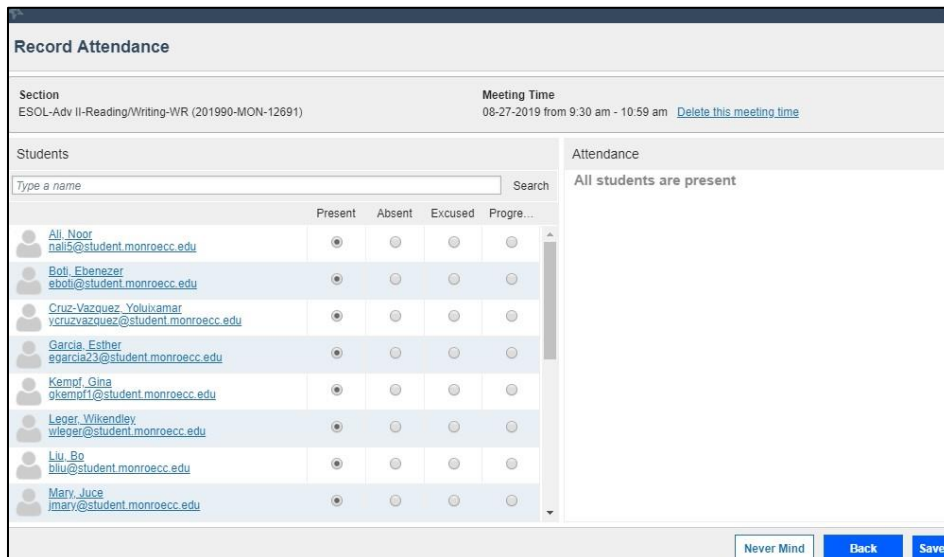
You can login to Starfish here: <http://www.monroecc.edu/go/starfish>

To Take Attendance in Starfish:

1. Click the  icon in the top left-hand corner, then select “Students”.
2. In the row of buttons at the top, click the “Attendance” tab, then “Record Attendance”.



3. In the “Section” dropdown field, select the course section for which you wish to record attendance. On the “Meeting Time” dropdown, select the Sunday for which you want to record attendance during the previous week.
4. You should now see your class roster. For each student, mark the appropriate selection to record their status in class for that week. **Please consult side 2 of this document for guidelines on how to select from the available attendance options.**



5. Once you have finished marking your roster’s attendance for that day, click **Save**.

The following are the four attendance options in Starfish.

- **Present:** The student participated in an academically-related activity as defined above. The act of logging in is not considered an “academically-related activity.”
- **Absent:** The student was not excused from attending and/or did not participate in any academically-related activity (see below).
- **Excused Absence:** The student will be marked excused only if (1) a student is absent due to pregnancy or related conditions, (2) a student is absent due to religious observance, or (3) a student has an attendance accommodation approved by the Office of Disability Services.
- **Progressing:** Not applicable for online courses.

“Academically-related activity”

The Federal Student Aid Handbook describes acceptable indications of attendance in an online or face-to-face class as including the following:

- *Student physically attending a class where there is an opportunity for direct interaction between the instructor and student;*
- *Student submission of an academic assignment;*
- *Taking an exam or submitting an exam for an online course;*
- *Documented student participation in an interactive tutorial or computer-assisted instruction;*
- *Attending a student group that is assigned by the instructor or a posting by the student showing the student's participation in an online study group that is assigned by the instructor;*
- *A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters; and*
- *An email or other form of student-initiated contact with a faculty member to ask a question about an academic subject studied in the course.*

Tips:

From this Attendance tab, you can see each student’s attendance record and download a report of this data for your class.

