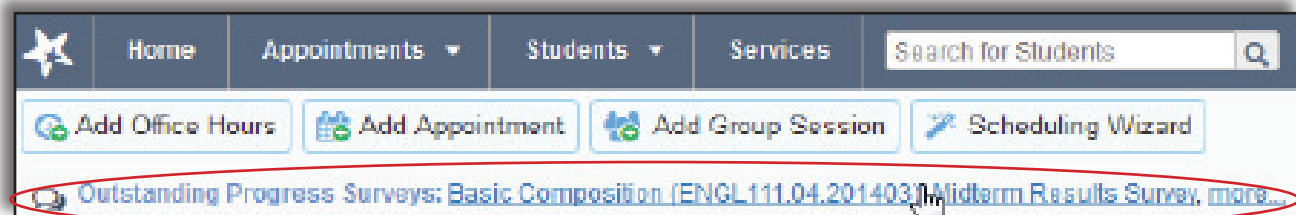# Student Attendance Surveys

Weeks 2 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** 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. You will have the choice of interventions, either an email-only flag or a critical attendance concern. .

- **Please, do NOT click submit at the bottom until you have inished making your selections for the entire roster.** You cannot edit a submitted survey.