Faculty can use Starfish to track daily attendance in their classes. Based on this attendance data, **students will receive warning messages once they have missed 10%, 20% and 30% of a class.**

To Take Attendance in Starfish:

1. Click the ≡ **Starfish** 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 next screen, make sure you choose the correct **Section** for the course you want to do and the correct **Meeting Time** for the date you want. click **Next**.

4. You should now see your class roster. For each student, mark the appropriate selection to record their status in class for that day. **Please consult side 2 of this document for guidelines on how to select from the available attendance options.**
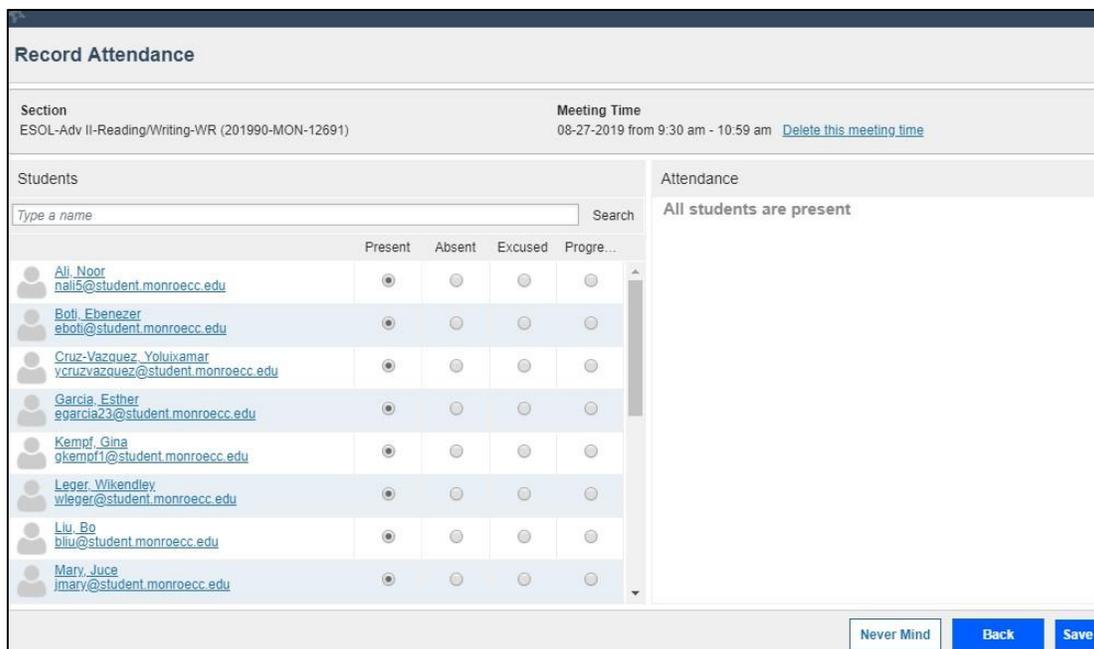
5. Once you have finished marking your roster's attendance for that day, click **Save**.

The following are the four attendance options in Starfish.

- **Present:** The student physically attending a class where there was an opportunity for direct interaction between the instructor and student.

- **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) the instructor cancels the class, (2) the college is closed, for example, due to weather, (3) a student is absent due to pregnancy or related conditions, (4) a student is absent due to religious observance, or (5) a student has an attendance accommodation approved by the Office of Disability Services.

- **Progressing**: The student was not in class but did participate in an academically-related activity.

"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.