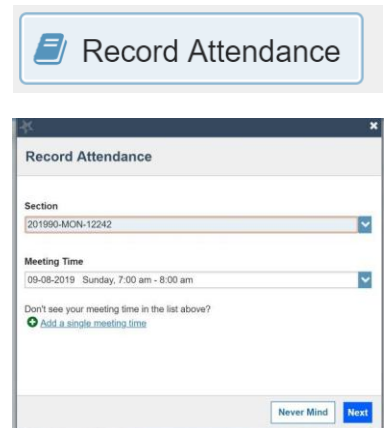


Attendance (Face-to-Face)

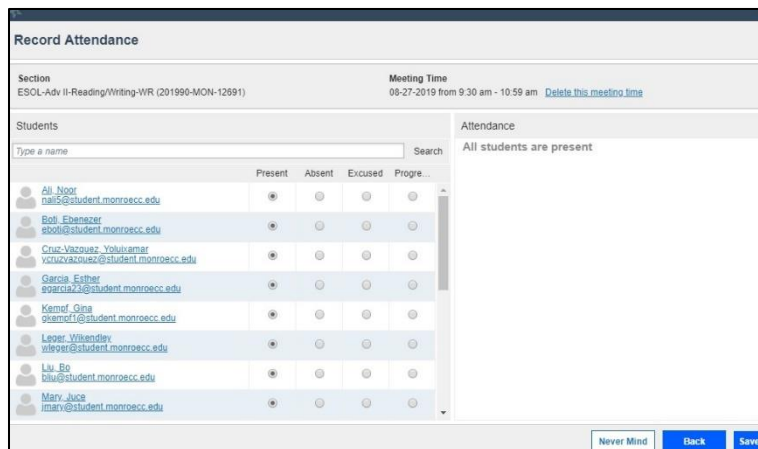
Faculty will keep attendance at each class meeting and report at least weekly by end of business on Monday of the following week, using MCC’s Starfish system. Faculty can also enter this information more frequently or even daily, if they wish. Based on this attendance data, **students will receive warning messages once they have been marked as “Absent” for 10%, 20% and 30% of a class.**

To Take 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.”



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. Click Save.

The following are the four attendance options for Face-to-Face Courses in Starfish.

- **Present**: The student physically attended a class where there was an opportunity for direct interaction between the instructor and student.
- **Absent**: The student did not physically attend the class. In addition, the student was not excused from attending and had not made arrangements with the instructor to participate in an ARA in lieu of attending (see definition 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 accommodation of pregnancy or related conditions, (4) a student is absent due to accommodation of a religious observance, or (5) a student has an attendance accommodation approved by the Office of Disability Services. Please see the Attendance Policy and Procedure for details on how to support students needing these accommodations.
- **Progressing**: The student was not physically in class but made arrangements with the instructor to participate in an ARA during the attendance period (see definition below).

The Federal Student Aid Handbook gives specific attendance guidelines for all class modalities that determine attendance status based on whether the student engaged in an “academically-related activity” for the day or period of time covered. According to the Federal Student Aid Handbook, acceptable academically-related activities (ARAs) that can be reported as attendance in an online or face-to-face class can include:

ACADEMICALLY-RELATED ACTIVITIES (ARAs)

- i. Student physically attending a class where there is an opportunity for direct interaction between the instructor and student;
- ii. Student submission of an academic assignment;
- iii. Taking an exam or submitting an exam for an online course;
- iv. Documented student participation in an interactive tutorial or computer-assisted instruction;
- v. 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;
- vi. A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters; and
- vii. 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.

Reference: Federal Student Aid Handbook (2018, p. 5-62).

Tips:

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

BEST PRACTICE NOTE: From the Attendance page, you can select the individual student and have the option to raise Flag, send a Kudo, send a Message to the student’s MCC e-mail, or even make a note (e.g., record a student as tardy).

