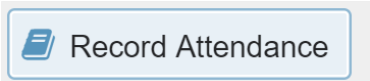


Attendance (Online)

For online courses, faculty will record attendance only once for the entire week, based on whether the student completed an “academically-related activity” at any time during the previous week’s Monday through Sunday reporting period. Faculty will report this at least weekly by end of business on Monday of the following week, using MCC’s Starfish system. 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.**

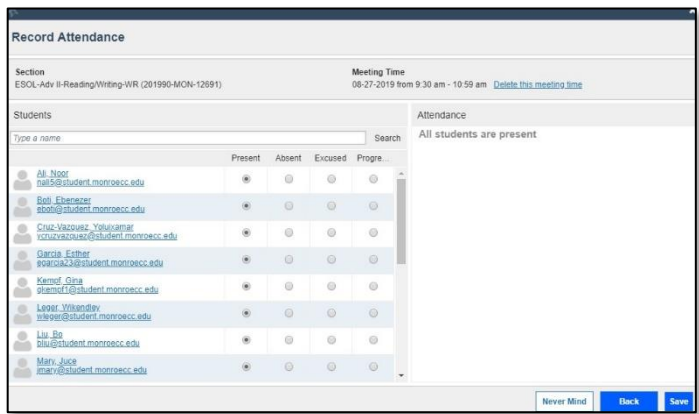
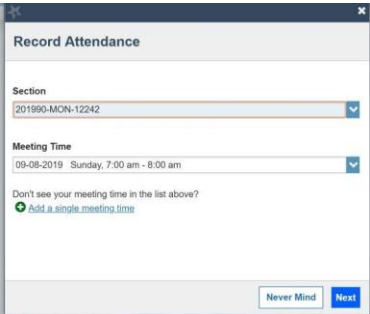
To Take Attendance in Starfish:

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. This step will only have to be done once per semester for each online course:
 In the “Section” dropdown field, select the course section for which you wish to record attendance. Under “Meeting Time,” select “Set up meeting times now.” Click on “Sunday.” It is not necessary to set a specific time. Click “Submit.” A weekly schedule is now set up for the semester.

4. 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.”
5. 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.**

6. Click Save.

The following are the four attendance options for Online Courses in Starfish.

- **Present:** The student participated in an ARA during the reporting period as defined above. This might typically include submitting an academic assignment or exam, participating in an interactive tutorial, or posting in a discussion forum about academic content related to the course. Remember, the act of merely logging in to an online course is not considered an ARA.
- **Absent:** The student was not excused from attending and did not participate in any ARA (see definition 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. Please see the Attendance Policy and Procedure for details on how to support students needing these accommodations.
- **Progressing:** Not applicable for online courses.

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).

What does **NOT** sufficiently indicate attendance in an online course? Per the Federal Student Aid Handbook, "in a distance education context, **documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student**" (Federal Student Aid Handbook, 2016, p. 886). Essentially, a student must be required to do more than just "log in" to be documented as having attended an online course.

