

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 \equiv Starfish icon in the top left-hand corner, then select "Students".
- In the row of buttons at the top, click the "Attendance" tab, then "Record Attendance".

≡ Starfish	Q Search for Students				
MY STUDENTS	TRACKING	ZOOM IN	ATTEND	ANCE	PROGRESS SURVEYS
Record Attendance	Class Schedule	= •	Filter Students By		
act All I Deselect	01990-MON-12691 - ESOL-A	dv II-Reading/Writing-WR		Active	<u>~</u>

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. <u>Please consult side 2 of this</u> <u>document for guidelines on how to select from the available attendance options.</u>

Section ESOL-Adv II-Reading/Writing-WR (201990-MON-12691)				Meeting Time 08-27-2019 from 9:30 am - 10:59 am Delete this meeting time					
Students						Attendance			
Type a name Search					ch	All students are present			
	Present	Absent	Excused	Progre					
Ali, Noor nali5@student.monroecc.edu	۲	0	0	0	^				
Boti, Ebenezer eboti@student.monroecc.edu	۲	0	0	0	I				
Cruz-Vazquez, Yoluixamar ycruzvazquez@student.monroecc.edu	۲	0	0	0	I				
Garcia, Esther egarcia23@student.monroecc.edu	۲	0	0	0					
Kempf, Gina gkempf1@student.monroecc.edu	۲	0	0	0					
Leger. Wikendley wleger@student.monroecc.edu	۲	0	0	0					
Liu, Bo bliu@student.monroecc.edu	۲	0	0	0					
Mary, Juce jmary@student.monroecc.edu	۲	0	0	0					

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.