



Attendance & Retention

When faculty take Attendance in Starfish it will automatically send a flag to any student who has missed the first day of class, a total of 3 classes, or a total of 4 classes. This will help many students in the critical first week and throughout the semester.

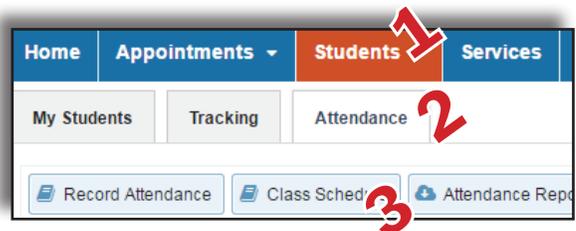
Getting Started

- Sign in to Blackboard at mcc.open.suny.edu using **Google Chrome**. Sign in using your **full e-mail address**.
- Check the Browser Compatibility box on the left side of the screen. Resolve any red X's by adjusting browser settings.
- Click the **Starfish Home** link located in the blue band in the middle of the page **or** click the Starfish Support tab in the top navigation bar and click the **Starfish Home** link located in the blue band on the next page.



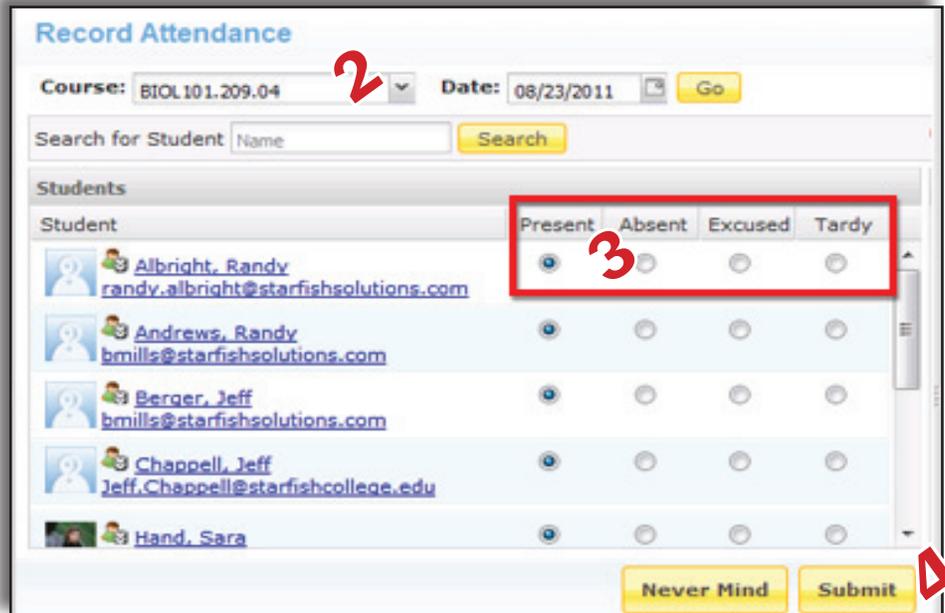
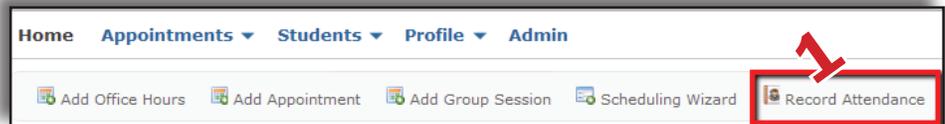
Before You Can Take Attendance Set Up Your Class Schedule

1. Choose the "Students" tab.
2. Click the "Attendance" tab below the Students Tab.
3. Click "Class Schedule" to put in class meeting times.



How To Take Attendance

1. On your Starfish Home page, click "Record Attendance".
2. In the Record Attendance screen, select the **Course** and the **Date** of the class session for which you want to record attendance.
3. Make the appropriate selection for each student in your class.
4. When all students are marked with the appropriate status, select the **Submit** button to save.



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