


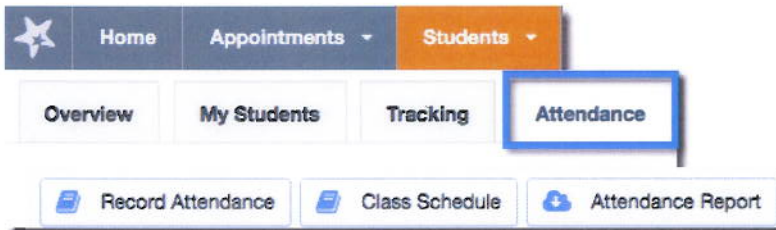
Welcome back, Sue Ann Curran

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How to - Take and track attendance Release 5.4

 Product Team
posted this on Mar 27, 10:13

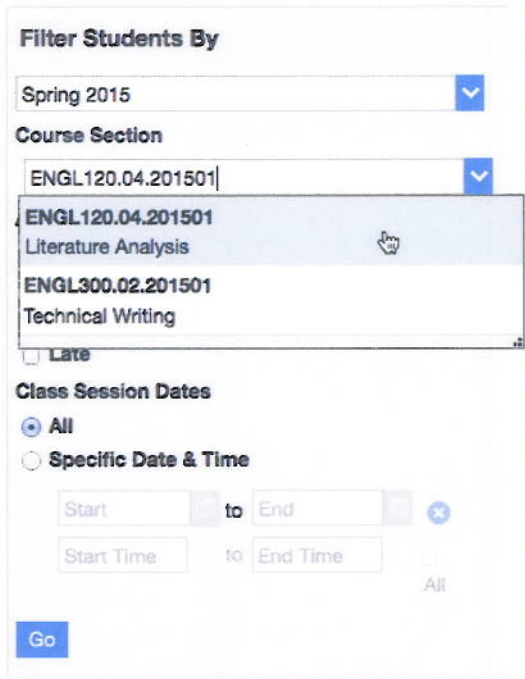
With Starfish Early Alert your institution may elect to enable the Attendance feature. If this feature is enabled, the **Attendance** tab will be displayed within the **Students** section of Starfish.



Depending on your institution's set up, Attendance data may be imported from an external source. In this case, you will be able to review and report on attendance but not record attendance.

Review attendance data

Select the term and course section from the list presented under the "Filter Students By" heading to review the attendance information for your selected section and term.

A screenshot of the 'Filter Students By' form. It has two dropdown menus: 'Spring 2015' and 'ENGL120.04.201501'. A dropdown menu is open for the second selection, showing 'ENGL120.04.201501 Literature Analysis' (highlighted), 'ENGL300.02.201501 Technical Writing', and 'Late'. Below the dropdowns, there are radio buttons for 'All' (selected) and 'Specific Date & Time'. The 'Specific Date & Time' section has input fields for 'Start' and 'End' with a 'to' separator, and 'Start Time' and 'End Time' with a 'to' separator. A 'Go' button is at the bottom left.

Once the course is selected, students in the course are listed in the main part of the page along with any available attendance data about them in the course.

Overview My Students Tracking Attendance

Record Attendance Class Schedule Attendance Report More

Select All | Deselect All ENGL120.04.201501 - Literature Analysis

- Joemith, Geoff**, 686-555-1212, gjoemith@excellent.edu
 Absences: 2:00 pm 03-25-2015, 9:00 am 03-26-2015 Excused: 12:00 pm 01-02-2015
- Valaca, Chris**, (703)5551212, CValaca@excellent.edu
 Excused: 12:00 pm 01-02-2015, 2:00 pm 03-25-2015
- Walson, Tanya**, (703)5551212, TWalson@excellent.edu
 Excused: 12:00 pm 01-02-2015, 2:00 pm 03-25-2015, 8:00 am 03-26-2015

Total items selected: 0 Displaying 3 Students

Filter Students By

Spring 2015

Course Section
ENGL120.04.201501

Attendance Status

- Present
- Absence
- Excused Absence
- Late

Class Session Dates

- All
- Specific Date & Time

Start: to End: Start Time: to End Time: All

Go

You can filter the list of students presented based on specific attendance statuses (present, absence, excused absence, or tardy), and for a range of course meeting dates.

Filter Students By

Spring 2015

Course Section
ENGL120.04.201501

Attendance Status

- Present
- Absence
- Excused Absence
- Late

Class Session Dates

- All
- Specific Date & Time

02-23-2015 to 03-31-2015

2:00 PM to End Time All

Go

Note that this *will not* limit the dates/statuses presented to ONLY those statuses and dates. It will update the display to include all attendance data for each student that fits the criteria.

For example, using the criteria shown above (absent between 2/23/15 and 3/31/15) the attendance data presented will show all available attendance data about students who had an attendance status of "absent" within the date range presented.

Set up a class meeting schedule

Before you will be able to record attendance for a class section, you will need to create the class meeting schedule for the section. Make sure you have the desired Course Section selected in the Filter Students By before clicking the Class Schedule button

Home Appointments Students

Overview My Students Tracking Attendance

Record Attendance Class Schedule Attendance Report

Notes:

If you created some attendance records for a course section before Starfish release 5.4 was introduced (March, 2015), that data will be available. But you will not be able to record additional attendance without setting up a Class Schedule. To edit previously entered attendance, you must include the days you wish to update in your Class Schedule. [Schedule.ftp://starfish@ftp.dostarfish.com/dostarfish.com/servic](ftp://starfish@ftp.dostarfish.com/dostarfish.com/servic)

If you click the Record Attendance button for a section that does not yet have a class schedule set, you will be prompted to create the class schedule.

Select the days and enter the start and end time for the class meeting.

Edit Class Schedule

ENGL120.04.201501 - Literature Analysis

Schedule

Sun Mon Tue Wed Thur Fri Sat

2:00 PM to 3:00 PM

Schedule

* All Fields Required

Never Mind Submit

If the class meets at different times on different days, use the Add Schedule button to add an additional day/time combination.

Click the Submit button after you have entered your schedule information

Record or Update Attendance

If you have the ability to record attendance, you can reach the Record Attendance page by clicking the Record Attendance button on the Attendance tab within the Students area.

If you have never recorded attendance for this class before, you will be prompted to create the class schedule as described above.

To record attendance

1. Select a **Course** from the drop down presented (if you had already filtered to a specific section that section will be populated).
2. Select the Meeting Time from the drop down list (options are based on the class schedule you created).

Record Attendance

Never Mind Submit

Section: ENGL120.04.201501

Meeting Times: [Dropdown]

Students

Search for Student: [Name]

Student: [Field]

No students found

* Required fields

Wed Feb 16 2015 - 2:00 pm to 3:00 pm
Wed Feb 25 2015 - 2:00 pm to 3:00 pm
Wed Mar 04 2015 - 2:00 pm to 3:00 pm
Wed Mar 11 2015 - 2:00 pm to 3:00 pm
Wed Mar 18 2015 - 2:00 pm to 3:00 pm
Wed Mar 25 2015 - 2:00 pm to 3:00 pm
Wed Apr 01 2015 - 2:00 pm to 3:00 pm
Wed Apr 08 2015 - 2:00 pm to 3:00 pm
Wed Apr 15 2015 - 2:00 pm to 3:00 pm
Wed Apr 22 2015 - 2:00 pm to 3:00 pm
Wed Apr 29 2015 - 2:00 pm to 3:00 pm
Wed May 06 2015 - 2:00 pm to 3:00 pm
Wed May 13 2015 - 2:00 pm to 3:00 pm
Wed May 20 2015 - 2:00 pm to 3:00 pm

Never Mind Submit

The class roster for the course and meeting time selected will be presented defaulting each student in the roster to a status of present.

Note: if you select a meeting time for which attendance data has been recorded previously, the message "This is an

existing record!" will appear above the student roster.

Record Attendance [Never Mind] [Submit]

Section: ENGL120.04.201501 Meeting Times: Wed Apr 29 2015 - 2:00 pm to 3:00 pm [Add Session]

This is an existing attendance record! Attendance was recorded for this class session Today at 2:12 pm. [Clear Session]

Students: Search for Student [Name] Search [Clear All Absences]

Student	Present	Absent	Excused	Late
Joemith, Geoff gjoemith@excellen.edu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Valace, Chris CValace@excellentu.edu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wilson, Tanya TWilson@excellentu.edu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* Required fields [Never Mind] [Submit]

3. Click the radio button associated with the desired status for each student for the date selected. As you make your selections, the statuses you mark will appear in a list to the right of the selection panel.
4. When you are satisfied with your selections, click the **Submit** button to save the attendance for your selected date, or click the **Never Mind** button to exit without adding or updating attendance for the selected date.

To record attendance for a meeting time that is not part of your class meeting schedule, click the **Add Session** button to the right of the **Meeting Times** drop down. This opens a dialog box pre-populated with today's date.

Add Session

Day: 04-29-2015 [Calendar Icon]

Time: 4:30 PM [Dropdown] to 5:00 PM [Dropdown]

* All Fields Required [Never Mind] [Submit]

Update the date and add the time then click the **Submit** button to add this class meeting to your drop down list of **Meeting Times**

Record Attendance [Never Mind] [Submit]

Section: ENGL120.04.201501 Meeting Times: Wed Apr 29 2015 - 2:00 pm to 3:00 pm [Add Session]

This is an existing attendance record! Attendance was recorded for this class session [Clear Session]

Students: Search for Student [Name] Search [Clear All Absences]

Student	Present	Absent	Excused	Late
Joemith, Geoff gjoemith@excellen.edu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Valace, Chris CValace@excellentu.edu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wilson, Tanya TWilson@excellentu.edu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* Required fields [Never Mind] [Submit]

Meeting Times dropdown list:

- Wed Feb 25 2015 - 2:00 pm to 3:00 pm
- Wed Mar 04 2015 - 2:00 pm to 3:00 pm
- Wed Mar 11 2015 - 2:00 pm to 3:00 pm
- Wed Mar 18 2015 - 2:00 pm to 3:00 pm
- Wed Mar 25 2015 - 2:00 pm to 3:00 pm
- Wed Apr 01 2015 - 2:00 pm to 3:00 pm
- Wed Apr 08 2015 - 2:00 pm to 3:00 pm
- Wed Apr 15 2015 - 2:00 pm to 3:00 pm
- Wed Apr 22 2015 - 2:00 pm to 3:00 pm
- Wed Apr 29 2015 - 2:00 pm to 3:00 pm
- Wed Apr 29 2015 - 4:30 pm to 5:00 pm
- Wed May 06 2015 - 2:00 pm to 3:00 pm
- Wed May 13 2015 - 2:00 pm to 3:00 pm
- Wed May 20 2015 - 2:00 pm to 3:00 pm

Clear attendance data previously saved

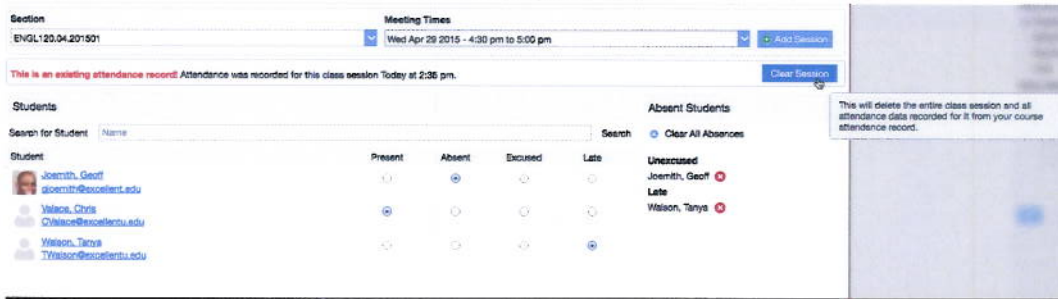
As described above, you can return to a previously set of attendance data by simply selecting the desired instance from the **Meeting Times** drop down and then updating statuses and clicking **Submit**. (Note that attendance data added prior to Starfish release 5.4 in May 2015 will be accessible to edit only if your class meeting schedule or an added session match the

date used when entering the original session).

In addition to updating the individual statuses you can modify attendance data using three distinct clear options:

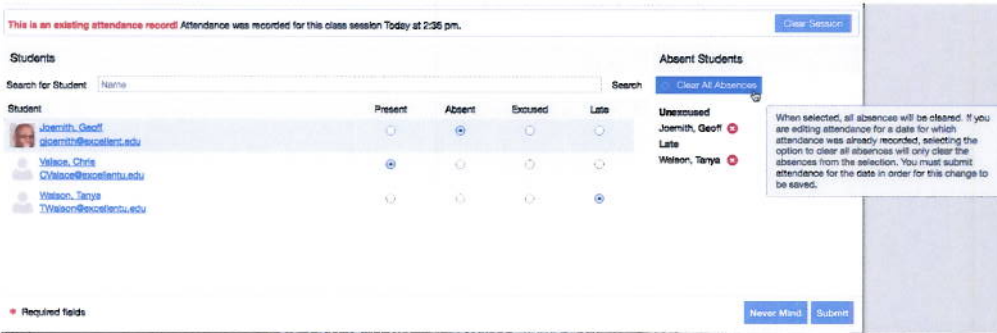
1. Clear Session

Use the **Clear Session** button to remove all previously recorded information for the class meeting selected. You will need to click the **Submit** button to save this change, but once submitted, there will no longer be **any** attendance data for the session. This option only appears if there is previously saved attendance data for the date selected. This option effectively removes any indication that attendance was taken on the day/time selected.



2. Clear All Absences

Use the **Clear All Absences** link to reset all statuses to **Present** for the selected class meeting time. You will need to click the **Submit** button to save this change. If you **Submit** without making any additional changes after selecting **Clear All Absences**, all students on the roster would have an attendance record of present for the class meeting selected (in contrast to clear session described above which removes any attendance data from the system).



3. Clear one student's status

Use the red circle with an X inside it associated with any student's status to reset just that student's record to **Present** for the selected class meeting. Remember to click **Submit** to save any changes.

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