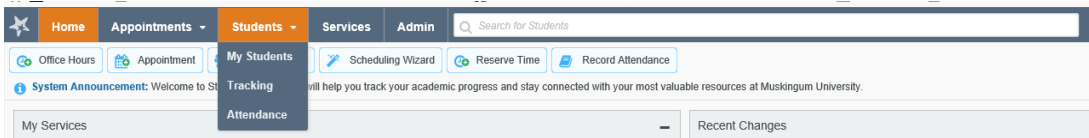
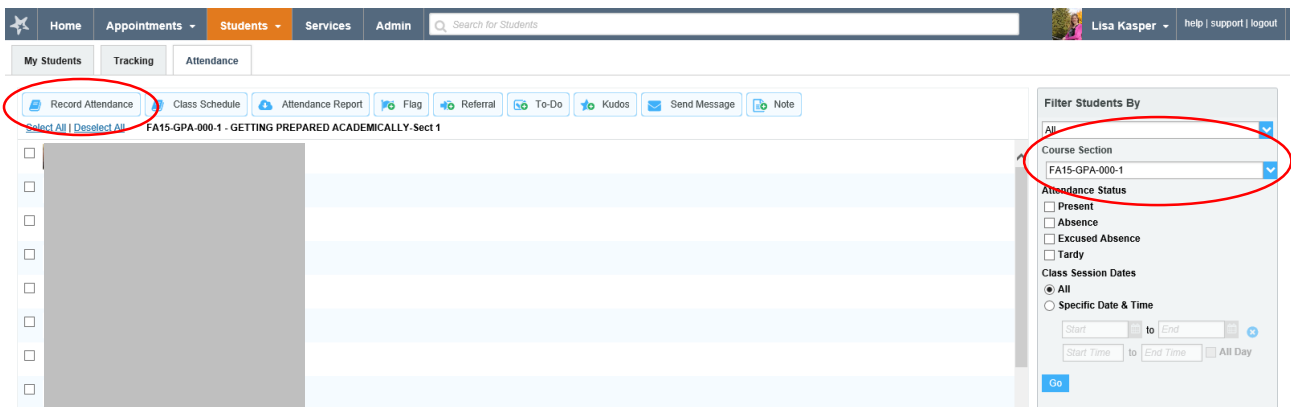


## Taking Attendance in Starfish

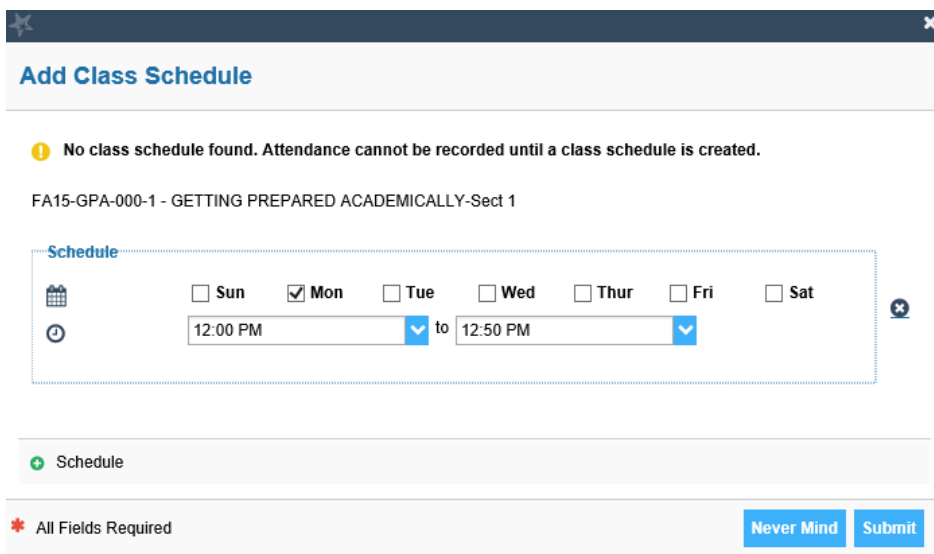
- Choose the **Attendance** option under the Students tab



- Choose the appropriate course section under **Filter Students By**
- Click **Record Attendance**



- The first time you record attendance each semester, you will be prompted to Add Class Schedule. Just choose the days and times that you class meets. You will only have to do this once for each class.

A screenshot of the 'Add Class Schedule' form in Starfish. The form has a title 'Add Class Schedule' and a message: 'No class schedule found. Attendance cannot be recorded until a class schedule is created.' Below this, the course section 'FA15-GPA-000-1 - GETTING PREPARED ACADEMICALLY-Sect 1' is displayed. The 'Schedule' section includes a calendar icon, a dropdown menu for days of the week (Sun, Mon, Tue, Wed, Thur, Fri, Sat) with 'Mon' selected, and a time range dropdown menu showing '12:00 PM' to '12:50 PM'. A 'Schedule' button is at the bottom left, and 'Never Mind' and 'Submit' buttons are at the bottom right. A red asterisk indicates that all fields are required.

- After you add your class days/times. A blank **Record Attendance** screen will pop up.

The screenshot shows the 'Record Attendance' interface. At the top, there are 'Never Mind' and 'Submit' buttons. Below that, the 'Section' is set to 'FA15-GPA-000-1' and 'Meeting Times' is set to 'Select a time'. There is an 'Add Session' button. The 'Students' section has a search bar and a 'Search' button. The 'Absent Students' section has a 'Clear All Absences' button. The main table has columns for 'Student', 'Present', 'Absent', 'Excused', and 'Tardy'. The table is currently empty with the text 'No students found'.

- Choose the date for which you want to record attendance. This will load your class roster.

The screenshot shows the 'Record Attendance' interface with the 'Meeting Times' dropdown menu open. The menu lists various dates and times, such as 'Mon Aug 31 2015 - 12:00 pm to 12:50 pm', 'Mon Sep 07 2015 - 12:00 pm to 12:50 pm', and 'Mon Nov 23 2015 - 12:00 pm to 12:50 pm'. The 'Students' section is still empty with 'No students found'.

- Once your roster has loaded, you will have the option to mark students present, absent, or tardy. Attendance recorded in Starfish will be visible to you, the academic advisor, and other staff who have access to the student's file.

The screenshot shows the 'Record Attendance' interface with a populated roster table. The 'Section' is 'FA15-GPA-000-1' and 'Meeting Times' is 'Mon Aug 31 2015 - 12:00 pm to 12:50 pm'. The 'Students' section has a search bar. The 'Absent Students' section has a 'Clear All Absences' button. The main table has columns for 'Student', 'Present', 'Absent', 'Excused', and 'Tardy'. The table contains several rows of student information, with the 'Present' column selected for each row.

Student	Present	Absent	Excused	Tardy
[Redacted]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
[Redacted]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
[Redacted]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
[Redacted]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
[Redacted]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

For questions about Starfish, please contact Lisa Kasper at [lmkasper@muskingum.edu](mailto:lmkasper@muskingum.edu) or X6154.