

Taking Attendance in Starfish

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What is covered in this presentation

1. Importance of recording attendance in Starfish
2. View and Print the roster
3. Record Attendance
4. Delete class meeting
5. Student view
6. Download and view your Attendance Report

Click on the Attendance tab

You can Record Attendance

View and set your Class schedule

View an Attendance Report

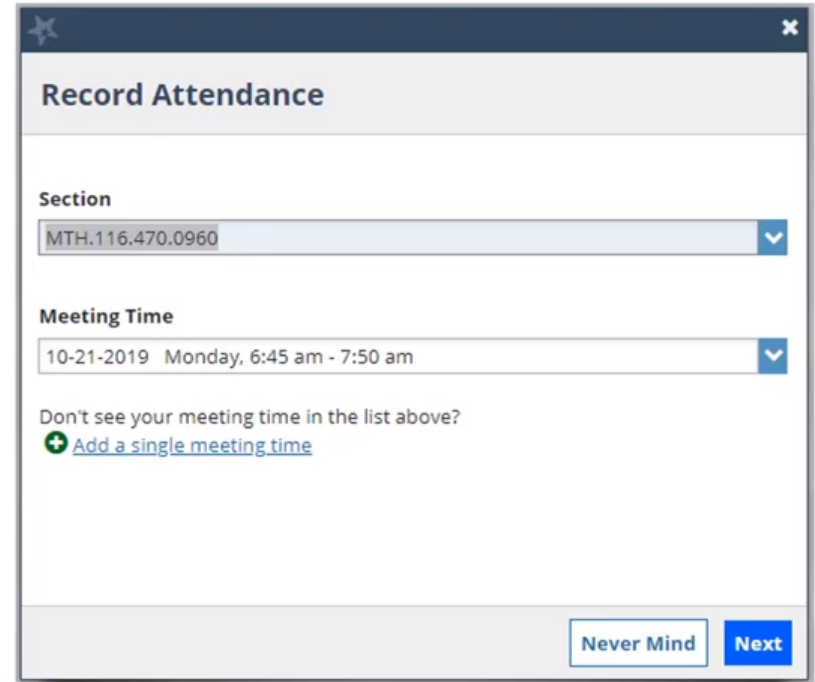
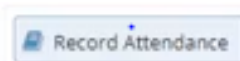
Print your Roster

Filter Students

The screenshot shows the Starfish Attendance tab interface. The 'ATTENDANCE' tab is highlighted in red. A red box highlights the 'Record Attendance' button, and another red box highlights the 'Print Roster' button. A red arrow points from the text 'Important Tools' to these buttons. A red box highlights the 'Filter Students By' sidebar, which includes options for 'Active', 'Course Section', 'Attendance Status', and 'Class Session Dates'. The main content area shows a list of students with checkboxes and a 'Total items selected: 0' indicator at the bottom. The text 'CLASS ROSTER + STUDENT PHOTOS' is overlaid in red on the student list.

Taking attendance

1. click on the **Record Attendance** button
2. Then select the course to record attendance

A screenshot of a web application dialog box titled "Record Attendance". The dialog has a dark blue header bar with a star icon on the left and a close button (X) on the right. Below the header, the text "Record Attendance" is displayed. The main content area contains two dropdown menus. The first is labeled "Section" and has "MTH.116.470.0960" selected. The second is labeled "Meeting Time" and has "10-21-2019 Monday, 6:45 am - 7:50 am" selected. Below these menus, there is a text prompt "Don't see your meeting time in the list above?" followed by a green plus icon and a blue link "Add a single meeting time". At the bottom right of the dialog, there are two buttons: "Never Mind" (white with blue border) and "Next" (solid blue).

Choose the Attendance option

The screenshot shows a web interface for recording attendance. At the top, it says "Record Attendance". Below that, there are two fields: "Section" (Foundatns Quantitative Literacy (MTH.116.470.0960)) and "Meeting Time" (10-21-2019 from 6:45 am - 7:50 a). A red box highlights the "Delete this meeting time" link next to the meeting time. Below the meeting time, there is a "Students" section with a search bar and a table. The table has four columns: "Present", "Absent", "Excused", and "Tardy". Each row in the table has four radio buttons corresponding to these options. A red box highlights the entire table area. To the right of the table, it says "Attendance" and "All students are present". At the bottom right, there are three buttons: "Never Mind", "Back", and "Save".

- Present
- Absent
- Excused
- Tardy

Note: You can delete an attendance time, for a Holiday, by clicking **Delete this meeting time**

Attendance Record

When you record the attendance, you will see the last time attendance was updated

The screenshot displays the 'Record Attendance' interface for a section of Precalculus Mathematics I-200. The meeting time is 05-20-2019 from 10:40 am - 12:15 pm. A notification indicates that attendance was last recorded on 05-20-2019 at 11:26 am. The interface includes a table for recording attendance for individual students, with columns for Present, Absent, Excused, and Tardy. A summary sidebar on the right shows the current counts: Absent (2), Excused (1), and Present (11). The interface also includes a search bar for students and buttons for 'Never Mind', 'Back', and 'Save'.

| Students | Present | Absent | Excused | Tardy |
|----------|---------|--------|---------|-------|
| | ✓ | | | |
| | ✓ | | | |
| | ✓ | | | |
| | ✓ | | | |
| | ✓ | | | |
| | ✓ | | | |
| | | ✓ | | |
| | | | ✓ | |
| | ✓ | | | |
| | ✓ | | | |

Attendance Summary:

- Absent (2)
- Excused (1)
- Present (11)

What does the student see?

Each student can see each meeting time of the class and when they attended or were absence.

Attendance History

| NETWORK | ATTENDANCE | SENDA |
|---------|--------------|--------------|
| | 8 Present | 9 Absent |
| | | 0 Excused |
| | | 0 Tardy |

CREDIT HOURS
3

Thursday, 04-11-2019
Tuesday, 03-26-2019
Tuesday, 03-19-2019
Thursday, 02-28-2019
Thursday, 02-14-2019
Thursday, 02-07-2019
Tuesday, 01-22-2019
Thursday, 01-17-2019
Tuesday, 01-15-2019

Downloading the Attendance Report

You can download an Attendance Report

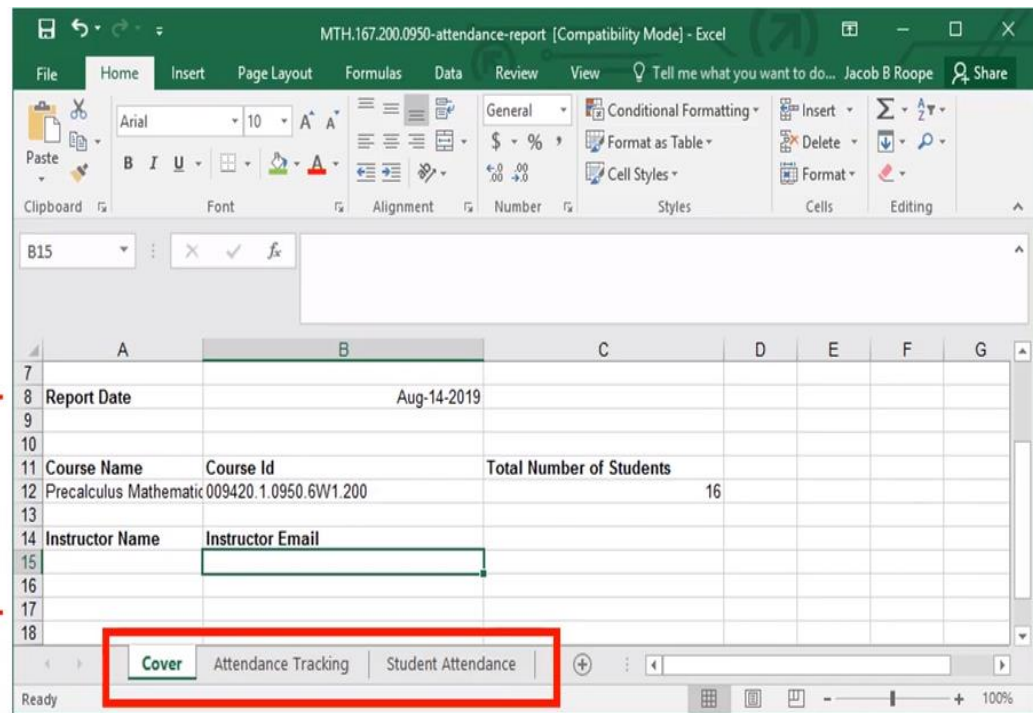
The screenshot displays the Starfish software interface. At the top, there is a navigation bar with the Starfish logo and a search bar. Below this, there are four main tabs: 'MY STUDENTS', 'TRACKING', 'ATTENDANCE', and 'PROGRESS SURVEYS'. The 'ATTENDANCE' tab is highlighted with a red box. Underneath the 'ATTENDANCE' tab, there is a row of buttons: 'Record Attendance', 'Class Schedule', 'Attendance Report', 'Flag', 'Referral', 'Kudos', 'Send Message', 'Note', and 'Print Roster'. The 'Attendance Report' button is highlighted with a red box. A red arrow points from this button to a download icon in the bottom left corner of the interface, which is also highlighted with a red box. The text 'Important Tools' is written in red next to the arrow. The main area of the interface shows a list of students, with the first student's name 'MTH.116.470.0' visible. On the right side, there is a 'Filter Students By' panel with various filters like 'Active', 'Course Section', 'Attendance Status', and 'Class Session Dates'. At the bottom right, it says 'Displaying 27 Students'.

Attendance Report – in excel

There will be 3 tabs,

1. The Cover Page
2. Attendance tracking is all the meeting dates and times of the class and the attendance as a whole
3. Student Attendance is each student for each class

Course & Instructor Information



Thank you!
