

Take and Track Daily Attendance

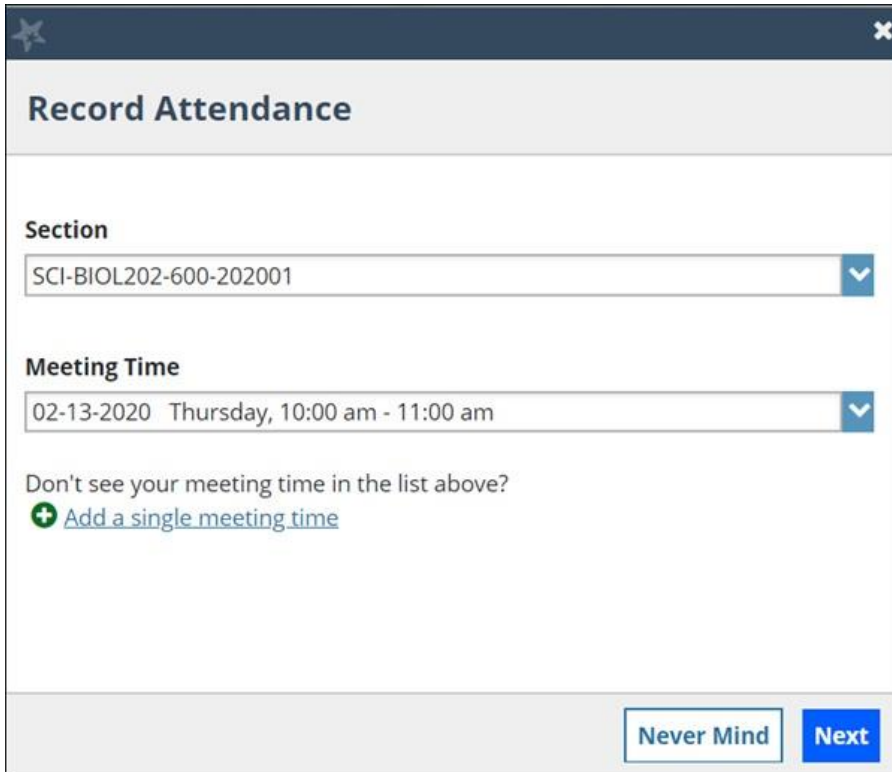
The Attendance tab displays within the Students tab of Starfish. Additionally, the Record Attendance button displays on your Starfish homepage if you are an instructor or TA with active sections.

Take Attendance

1. Select the **Record Attendance** button in either of the following locations:

- Starfish homepage
- Attendance sub-tab within the Students tab

The *Record Attendance* window displays.



Record Attendance

Section
SCI-BIOL202-600-202001

Meeting Time
02-13-2020 Thursday, 10:00 am - 11:00 am

Don't see your meeting time in the list above?
[+ Add a single meeting time](#)

Never Mind **Next**

2. In the **Section** drop down, select a Section.

3. In the **Meeting Time** drop down, select a Meeting Time. The earliest date for your section where no attendance has been taken displays by default, however, you can choose any date/time from the list.

Note: If you do not see your meeting time in the list above select **Add a single meeting time**. Alternately, if you prefer to add a recurring class schedule see [Class Schedule Meeting Times](#).

4. Select **Next**. Your class roster displays.

5. By default, all students are marked **Present**. Use the radio buttons to mark students appropriately.

Record Attendance

Section
Microbiology II (SCI-BIOL202-600-202001)

Meeting Time
12-19-2019 from 10:00 am - 11:00 am [Delete this meeting time](#)

Students

Type a name Search

	Present	Absent	Excused	Tardy
Adam_Egon brian.skrab@hobsons.test	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Albright_Randy Randy.Albright@starfishcollege.test	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Andrews_Randy Randy.Andrews@starfishcollege.test	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Basu_Seau Sean.Basu@starfishcollege.test	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Baumann_Seau Sean.Baumann@starfishcollege.test	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Berger_Jeff Jeff.Berger@starfishcollege.test	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cadfael_Elizabeth Elizabeth.Cadfael@starfishcollege.test	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Attendance [Clear All](#)

Absent (1)
Andrews, Randy

Tardy (1)
Basu, Sean

Present (56)

[Never Mind](#) [Back](#) [Save](#)

6. Select **Save**.

Edit Attendance

1. To edit previously recorded attendance, select **Record Attendance**. The Record Attendance window displays.
2. In the **Section** drop down, select a Section.
3. In the **Meeting Time** drop down, select Recorded Meeting Time.

Starfish

12-20-2019 Friday, 8:10 am - 9:00 am

12-23-2019 Monday, 10:15 am - 11:00 am

12-27-2019 Friday, 8:10 am - 9:00 am

12-30-2019 Monday, 10:15 am - 11:00 am

01-03-2020 Friday, 8:10 am - 9:00 am Recorded

01-06-2020 Monday, 10:15 am - 11:00 am

01-10-2020 Friday, 8:10 am - 9:00 am

01-13-2020 Monday, 10:15 am - 11:00 am

01-17-2020 Friday, 8:10 am - 9:00 am

01-20-2020 Monday, 10:15 am - 11:00 am

01-24-2020 Friday, 8:10 am - 9:00 am

12-20-2019 Friday, 8:10 am - 9:00 am

Don't see your meeting time in the list above?
[Add a single meeting time](#)

[Never Mind](#) [Next](#)

4. Select **Next**.

5. Select **Edit**.

Record Attendance

Section
General Biology II (SCI-BIOL201-600-202001)

Meeting Time
01-03-2020 from 8:10 am - 9:00 am [Delete this meeting time](#)

This attendance was recorded Today at 11:51 am. [Edit](#)

Students

Type a name Search

	Present	Absent	Excused	Tardy
Albright_Randy Randy.Albright@starfishcollege.test	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Andrews_Randy Randy.Andrews@starfishcollege.test	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Berger_Jeff Jeff.Berger@starfishcollege.test	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chappell_Jeff Jeff.Chappell@starfishcollege.test	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fisher_Jim Jim.Fisher@starfishcollege.test	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fore_Jim Jim.Fore@starfishcollege.test	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Attendance

Absent (1)
Albright, Randy

Present (26)

[Never Mind](#) [Back](#) [Save](#)

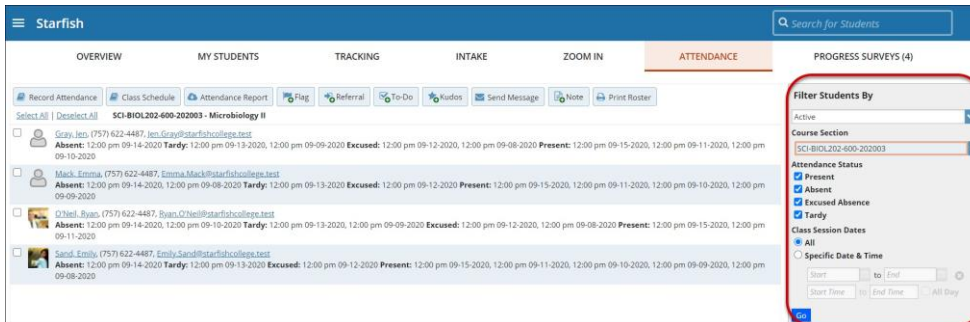
6. Make the appropriate changes, then select **Save**.

Review Attendance

From the Attendance tab, you can filter for students in multiple ways:

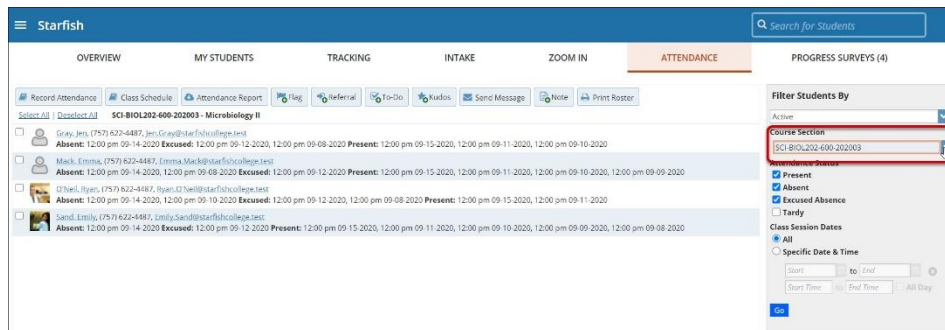
- **Filter Students By** (status or term)
- **Course Section**
- **Attendance Status**
- **Class Section Dates**

Be sure to select **Go**, to display your filter results.

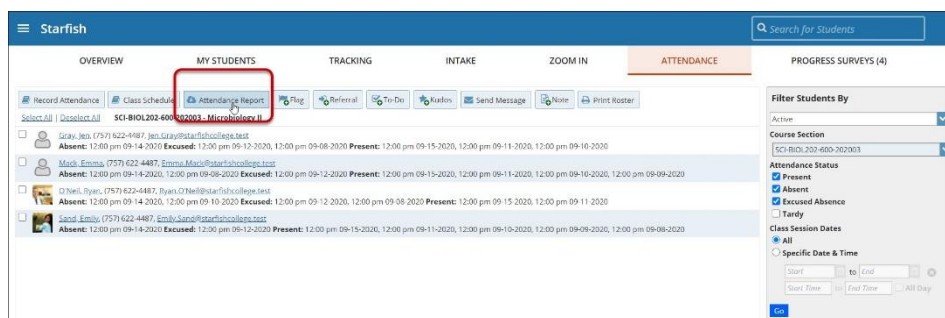


How to Run the Student Attendance Report

1. Navigate to the My Students page of Starfish, then select the **Attendance** tab.
2. Select the **Course Section** drop down menu to choose the appropriate section.



3. Select **Attendance Report** from the action bar to download the report as an Excel document.



4. Open the downloaded file in Excel which will be named for the reported course section.

Use the Student Attendance Report

This report is delivered as a downloaded Excel file, and includes all attendance data in Starfish for the selected course section (i.e. it is not tied to the date range selected to display attendance data on screen). There are 3 tabs in this report: Cover, Attendance Tracking, and Student Attendance. Each is described below.

Cover Tab

The summary tab provides information about the course section for which the report was run, including the course name, course ID, total number of students, and instructor name(s) and email address.

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6						
7						
8	Report Date	Sep-17-2020				
9						
10						
11	Course Name	Course Id	Total Number of Students			
12	Microbiology II	SCI-BIOL202-600-202003	58			
13						
14	Instructor Name	Instructor Email				
15	Yolanda Gold	ygold@hobsonsdev.com				
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						

Attendance Tracking Tab

The Attendance Tracking tab lists each session date for which attendance data was recorded and includes summary data for each session. The following columns are included for each date: Date of course meeting, Course Name, Course ID, Present Students, Absent Students, Excused Students, and Tardy students.

Date	Time	Course Name	Course ID	Present Students	Absent Students	Excused Students	Tardy Students
8/8/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	1	2	1	2
8/9/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	2	0	0	2
8/10/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	3	1	0	0
8/11/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	4	0	0	0
8/12/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	0	0	4	0
8/13/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	0	0	0	4
8/14/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	0	4	0	0
8/15/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	4	0	0	0

Student Attendance Tab

The Student Attendance tab provides attendance data by student and course session date. Columns include: Student Name, ID, username, integration id, email, phone, date of course meeting, course name, course id, attendance status, created by, last updated by, and created/last updated date. This makes a great basis for a pivot report, or combining with other data to review student attendance across courses or attendance tools.

Student Name	Student ID	Student Username	Student Integration ID	Student Email	Student Phone	Date	Time	Course Name	Course ID	Atten
Emily Sand	esand4378	esand	Emily Sand	Emily.Sand@starfishcollege.test		8/8/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	PRE
Emma Mack	emack4384	emack	Emma Mack	Emma.Mack@starfishcollege.test	*17576224487	8/8/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	ABSE
Jan Gray	jgray4388	jgray	Jan Gray	Jan.Gray@starfishcollege.test		8/8/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	EXC
Ryan O'Neil	roone4390	roone	Ryan O'Neil	Ryan.O'Neil@starfishcollege.test		8/8/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	LXCC
Emily Sand	esand4378	esand	Emily Sand	Emily.Sand@starfishcollege.test		8/9/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	PRE
Emma Mack	emack4384	emack	Emma Mack	Emma.Mack@starfishcollege.test	*17576224487	8/9/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	PRE
Jan Gray	jgray4388	jgray	Jan Gray	Jan.Gray@starfishcollege.test		8/9/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	TAR
Ryan O'Neil	roone4390	roone	Ryan O'Neil	Ryan.O'Neil@starfishcollege.test		8/9/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	TAR
Emily Sand	esand4378	esand	Emily Sand	Emily.Sand@starfishcollege.test		8/10/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	PRE
Emma Mack	emack4384	emack	Emma Mack	Emma.Mack@starfishcollege.test	*17576224487	8/10/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	PRE
Jan Gray	jgray4388	jgray	Jan Gray	Jan.Gray@starfishcollege.test		8/10/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	PRE
Ryan O'Neil	roone4390	roone	Ryan O'Neil	Ryan.O'Neil@starfishcollege.test		8/10/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	ABSE
Emily Sand	esand4378	esand	Emily Sand	Emily.Sand@starfishcollege.test		8/11/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	PRE
Emma Mack	emack4384	emack	Emma Mack	Emma.Mack@starfishcollege.test	*17576224487	8/11/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	PRE
Jan Gray	jgray4388	jgray	Jan Gray	Jan.Gray@starfishcollege.test		8/11/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	PRE
Ryan O'Neil	roone4390	roone	Ryan O'Neil	Ryan.O'Neil@starfishcollege.test		8/11/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	PRE
Emily Sand	esand4378	esand	Emily Sand	Emily.Sand@starfishcollege.test	*17576224487	8/12/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	EXC
Jan Gray	jgray4388	jgray	Jan Gray	Jan.Gray@starfishcollege.test		8/12/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	EXC
Ryan O'Neil	roone4390	roone	Ryan O'Neil	Ryan.O'Neil@starfishcollege.test		8/12/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	EXC
Emily Sand	esand4378	esand	Emily Sand	Emily.Sand@starfishcollege.test		8/13/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	TAR
Emma Mack	emack4384	emack	Emma Mack	Emma.Mack@starfishcollege.test	*17576224487	8/13/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	TAR
Jan Gray	jgray4388	jgray	Jan Gray	Jan.Gray@starfishcollege.test		8/13/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	TAR
Ryan O'Neil	roone4390	roone	Ryan O'Neil	Ryan.O'Neil@starfishcollege.test		8/13/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	TAR
Emily Sand	esand4378	esand	Emily Sand	Emily.Sand@starfishcollege.test		8/14/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	ABSE
Emma Mack	emack4384	emack	Emma Mack	Emma.Mack@starfishcollege.test	*17576224487	8/14/2020	12:00 PM	Microbiology II	SCI-BIOL202-600-202003	ABSE