

How to Guide

Topic of Guide: How to use the 'Starfish Attendance Summary Template'

- 1. Download the Starfish Attendance Summary Template.
- 2. Open the template and make sure that you enable editing, if necessary.

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 Download your class roster by logging into Starfish> Select 'Students'(1)> Select 'Attendance' (2)> Select your course> Select 'Attendance Report'(3). You should now be downloading this report.

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4. Open your class report you just downloaded from Starfish> Select the 'Student Attendance' workbook at the bottom of your screen.

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5. Copy all the data from this workbook **EXCEPT** the first row.



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6. Open your *Starfish Attendance Summary Template >* Paste (CTRL + V or Right-Click) your data in the 'INSERT-Student Attendance' workbook under the first row/ headers.

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 Once your attendance data has been copied, select the 'Attendance Summary-(LAST NAME)> Select the 'Data' tab> Select 'Refresh all'>You now have a copy of your course's attendance for the entire semester.



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For support or questions, please email: <u>StarfishSupport@csuohio.edu</u>