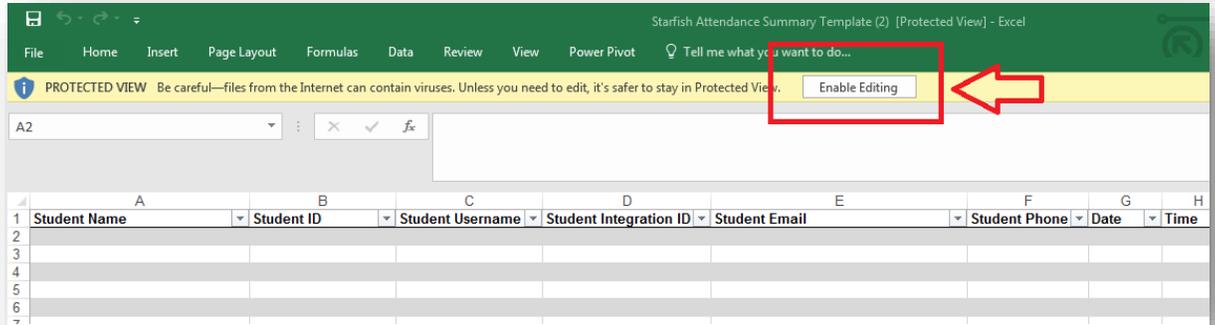


STUDENT SUCCESS PROGRAMS

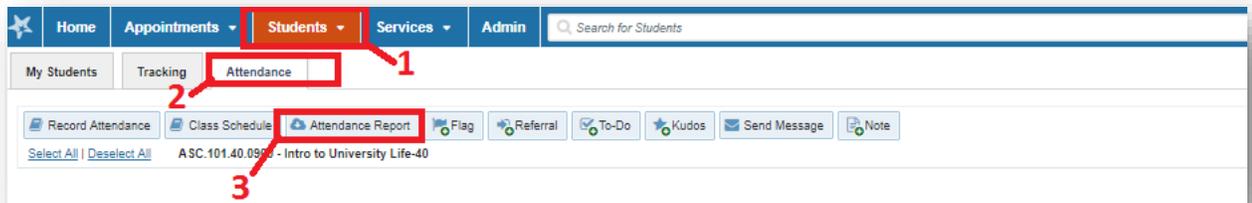
How to Guide

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

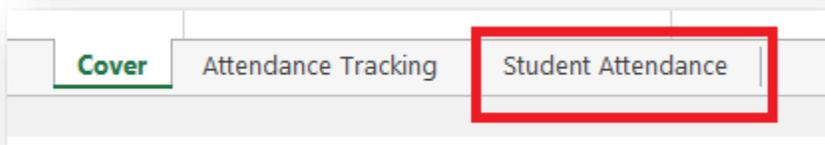
1. Download the [Starfish Attendance Summary Template](#).
2. Open the template and make sure that you enable editing, if necessary.



3. 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.

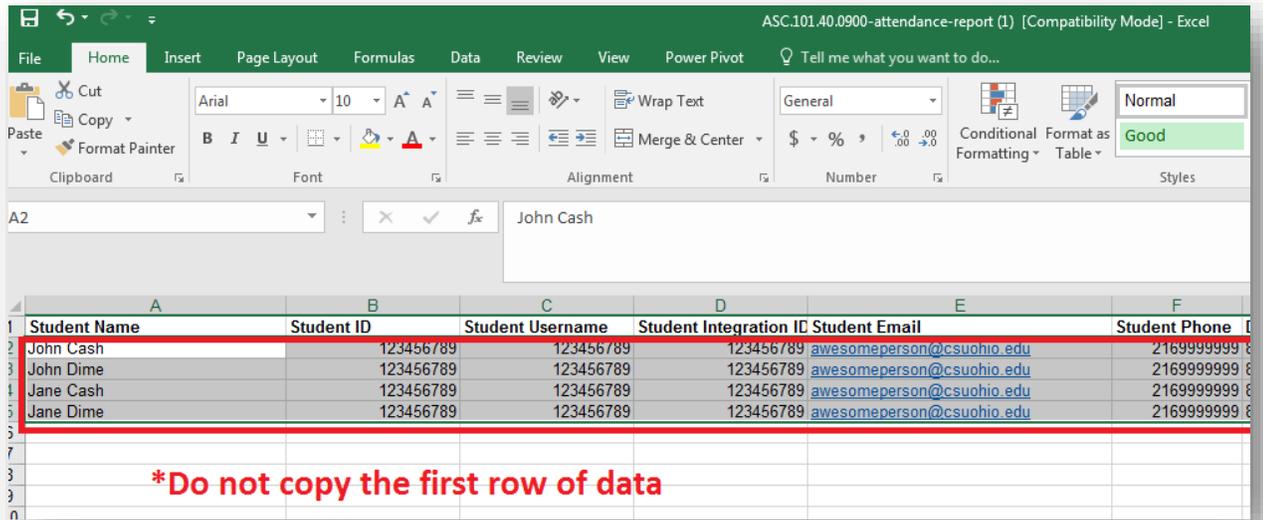


4. Open your class report you just downloaded from Starfish> Select the 'Student Attendance' workbook at the bottom of your screen.

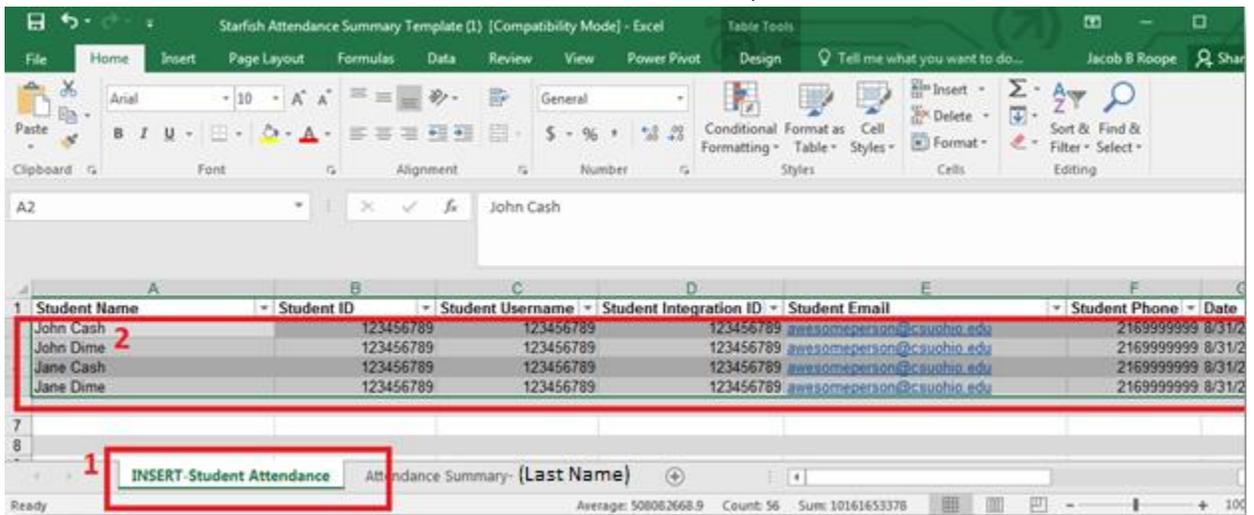


5. Copy all the data from this workbook **EXCEPT** the first row.

How to Guide



- 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.



- 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.



STUDENT SUCCESS PROGRAMS

How to Guide

Count of Attendance

Student Name	Student ID	Attendance Status	Grand Total
(blank)	(blank)	PRESENT	(blank)
John Cash	123456789	1	1
John Dime	123456789	1	1
Jane Cash	123456789	1	1
Jane Dime	123456789	1	1
Grand Total		4	4

1 Attendance Summary - (Last Name)

For support or questions, please email: StarfishSupport@csuohio.edu