Reporting Class Attendance in Starfish

Log into Starfish using the icon in your CampusNet toolbar.

Click on the Students tab, then the Attendance tab in the lower toolbar:

Click on “Record Attendance” in the third toolbar:

A new window opens.

Select the course from the drop-down AND select the date and time (you will not see your roster until you do).

(Please turn the page over)
Click in the appropriate radio button for each student on the roster. Note that you do not need to click for “present.”

Click “submit.”

You’re done!