Recording Class Attendance in Starfish

1. You must log in either through CampusNet (click on your 'Instructor' tab, then the Starfish icon) or click the green "LOGIN" button on the main Starfish-Faculty page.

Personal Data Account Student Instructor Advisor FA Office	Scontac	t Us 🗙 Logout
Grading Schedule Class Roster		
	条 <u>Starfish</u>	? <u>Help</u>
Select a term and whether you wish to retrieve the list of your mid-term or final grade re		
Term: Spring 22 V		

2. Select the menu options button [■] in the top-left corner of the screen, then select "Students". Next, click on the "Attendance" tab.

≡ Sta	rfish						Q Search for Students
	MY STUDENTS		TRACKING	ATTENDANCE	PROGRESS SURVEYS		
Flag	Referral	Kudos to Succe	ess Plan 🔤 N	Message	Note		
Search					Connection	Term	Additional Filters

3. Click on "Record Attendance".

≡ Starfish						[Q Search for Students	
MYSTUDENTS		TRAC	KING		ATTENDANCE		PROGRESS SURVEYS	
Record Attendance	are 🙆 Attendance Report	Referral	🍾 Kudos 🔤 Ser	d Message	te 🔒 Print Roster		Filter Students By	
Select All Deselect All BU	S.351. 01.1020 - Business/Society/Govern	iment-50					Active	~
						•	Course Section	
							BUS.351.501.1020	×

4. Select the course you want to record attendance for from the drop-down menu. Then, select the class meeting time/day you want to record attendance for.

≡ Starfish			Q Search for Students		
MY STUDENTS	TRACKING ATTENDANCE		PROGRESS SURVEYS		
Record Attendance Class Schedule Attendance Report To Rag To Rag	Record Attendance	×	Filter Students By Active		
- <u>e</u>	Section		* Course Section BUS.351.501.1020		
	GAD.250.5.1020 Meeting Time 08-24-2021 Tuesday, 8:30 am - 9:4 Don't see your meeting time in the I O Add a sincle meeting time	i5 am	Attendance Status Present Absent Excused Absence Tardy Class Session Dates Ø All		
			Specific Date & Time Start Tome to End Tome The End Tome		
		Never Mind Next	6		

5.Click in the appropriate radio button for each student on the roster. Note that you do not need to click for "present." Select submit

*				
Record Attendance				
Section College Writing I-4 (ENG.101.4.1020)		Meeting Tir 08-23-2021	ne from 9:10 am - 10:00 am	Delete this meeting time
Students				
				Searc
	Present	Absent	Excused	Tardy
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donotreply@csuohio.edu	۲	0	0	0
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