About Attendance in Starfish

• Only Instructor and TA roles can take attendance

• Instructors, TA’s and Tenant Admin can report on attendance

• Students and others in their network can view attendance data

• Attendance data can be used for flags
1. Go to the Attendance tab within the Students area and select a section

2. Set up the class schedule for days and times the class will meet (NEW!)

3. Select Record Attendance

4. Pick the class meeting from your list (NEW!)

5. Mark the attendance statuses for the session and click submit
Select the course section
Set up Class Schedule

- Record Attendance
- Class Schedule
Set up the Class Schedule

No class schedule found. Attendance cannot be recorded until a class schedule is created.

SCI-BIOL101-500-201403 - General Biology I

Schedule

- Mon
- Wed

8:00 AM to 8:50 AM

All Fields Required

Never Mind  Submit
Record Attendance for a class meeting
Record Attendance for a class meeting

Record Attendance

<table>
<thead>
<tr>
<th>Section</th>
<th>Meeting Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI-BIOL201-600-201501</td>
<td>Wed Mar 25 2015 - 8:00 am to 9:00 am</td>
</tr>
</tbody>
</table>

Search for Student: Name  Search

**Students**

<table>
<thead>
<tr>
<th>Student</th>
<th>Present</th>
<th>Absent</th>
<th>Excused</th>
<th>Tardy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albright, Randy</td>
<td></td>
<td>●</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Andrews, Randy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Berger, Jeff</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chappell, Jeff</td>
<td></td>
<td></td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>Fisher, Jim</td>
<td></td>
<td></td>
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<tr>
<td>Fore, Jim</td>
<td></td>
<td></td>
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<tr>
<td>Gilmore, Lexy</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Hand, Sara</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heck, Deb</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Absent Students**

**Unexcused**
- Albright, Randy
- Berger, Jeff

**Excused**
- Chappell, Jeff

*Required fields*
Run Attendance Reports

For more overall reporting on a section, use “Attendance Report” after selecting a section.
Run Attendance Reports

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Course Name</th>
<th>Course ID</th>
<th>Present Students</th>
<th>Absent Students</th>
<th>Excused Students</th>
<th>Tardy Students</th>
<th>Student Name</th>
<th>Student ID</th>
<th>Student Username</th>
<th>Student Lastname</th>
<th>Student Email</th>
<th>Student Phone</th>
<th>Date</th>
<th>Time</th>
<th>Course Name</th>
<th>Course ID</th>
<th>Presence Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/22/2015</td>
<td>9:00 AM</td>
<td>General Biology II</td>
<td>SCI-1401</td>
<td>23</td>
<td>2</td>
<td></td>
<td>0</td>
<td>Brad Wadleigh</td>
<td>bwwadleigh</td>
<td>Brad Wadleigh</td>
<td>Brad Wadleigh</td>
<td><a href="mailto:bwwadleigh@starfish.edu">bwwadleigh@starfish.edu</a></td>
<td>(757) 822-4437</td>
<td>3/22/2015</td>
<td>9:00 AM</td>
<td>General Biology II</td>
<td>SCI-1401</td>
<td>PRESENT</td>
</tr>
</tbody>
</table>

The report shows both a section meeting view (attendance tracking tab) showing the summary attendance information by each date/time recorded, and a student view (student attendance) which lists each student for each class meeting recorded and gives their attendance status for that date.
Other views within Starfish

Faculty view of student folder

Student view on their courses tab in Starfish
Having trouble? Want to learn more?

Contact: John Trifilo @ trifiloj@ecu.edu

You can also visit www.ecu.edu/starfish