
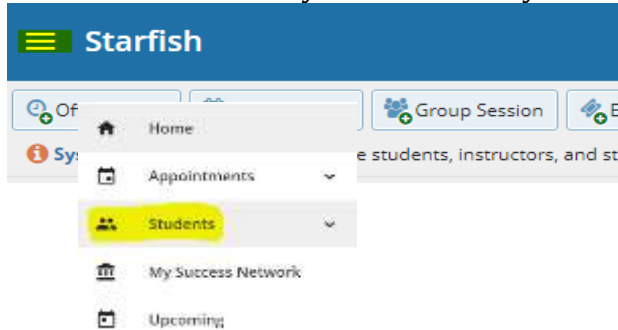


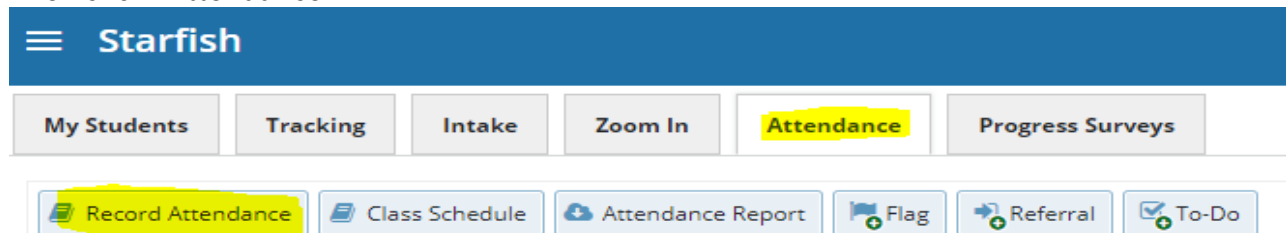
Setting up Class Attendance

Log into Starfish (from Blackboard or PeopleSoft).

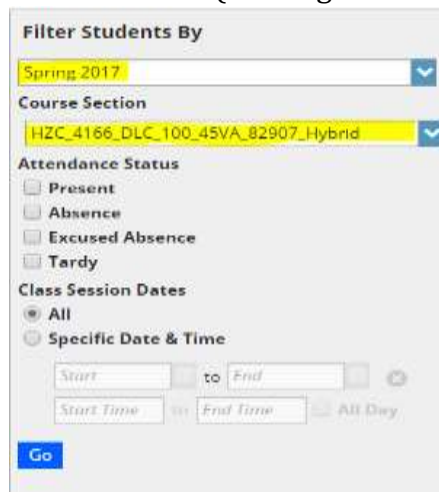
Select Menu Options , then select Students from the pull down menu. This will pull up a list of all students to whom you are currently connected in Starfish.



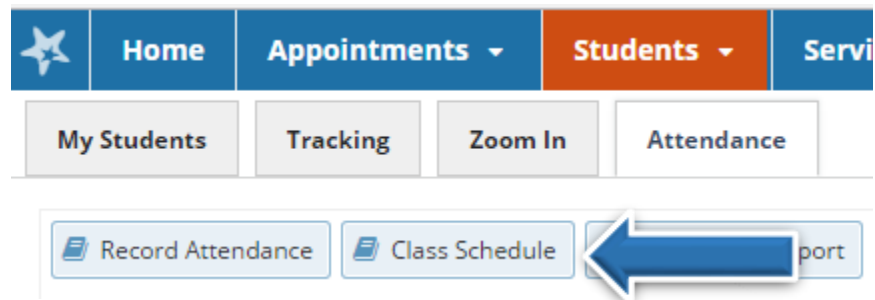
Then click "Attendance."



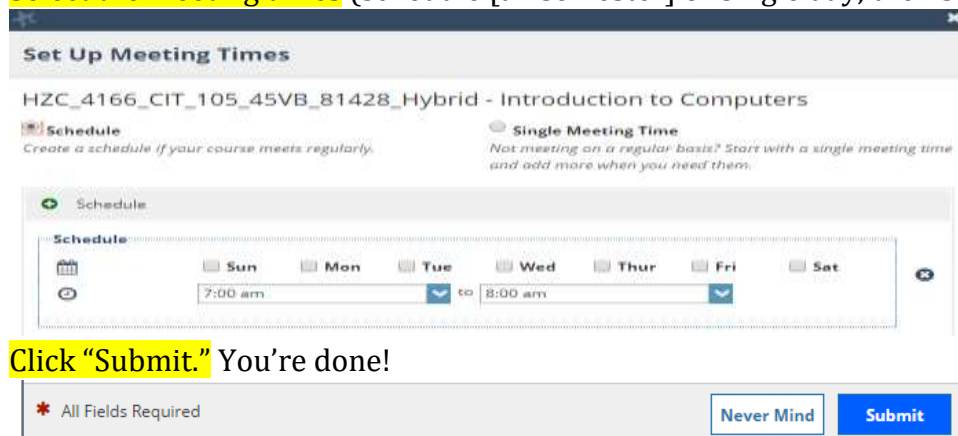
Select the course to setup a class attendance roster on the far right of the screen and the screen should refresh (nothing else at this point needs selected on the filter):



Click on "Class Schedule" in the third toolbar:



Select the meeting times (schedule [all semester] or single day, then select days and times)

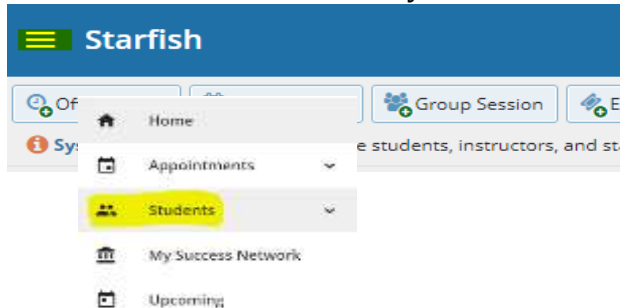


Click "Submit." You're done!

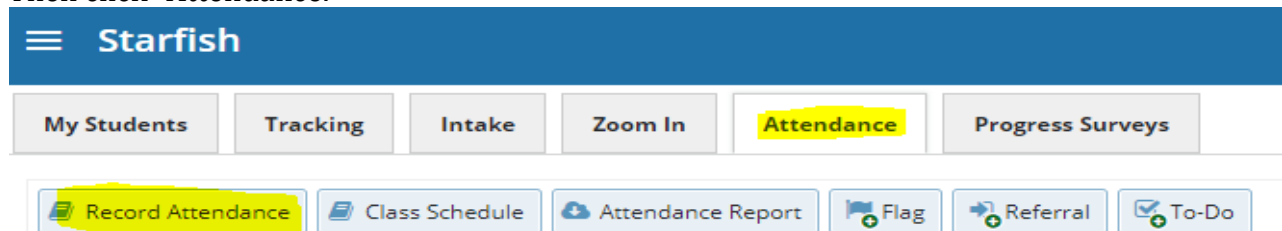
Reporting Class Attendance

Log into Starfish (from Blackboard or PeopleSoft).

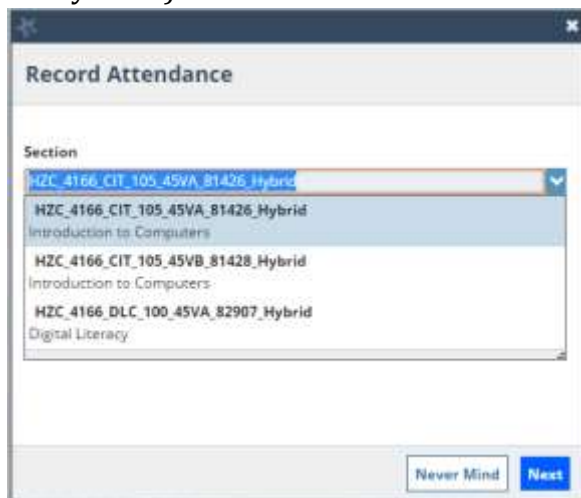
Select Menu Options , then select Students from the pull down menu. This will pull up a list of all students to whom you are currently connected in Starfish.



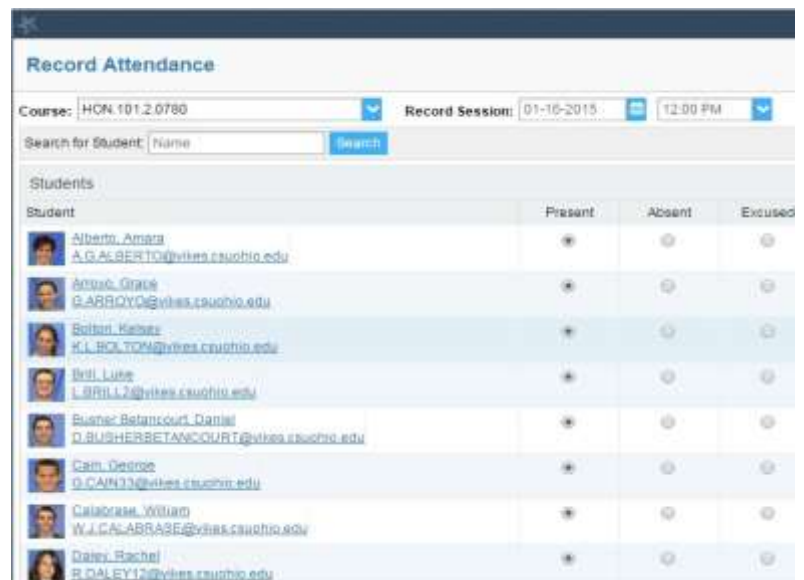
Then click "Attendance."



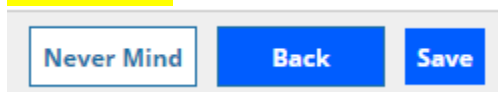
Select the course from the drop-down AND select the date and time (you will not see your roster until you do).



Click in the appropriate radio button for each student on the roster. Note that you do not need to click for "present." Present is selected by default.




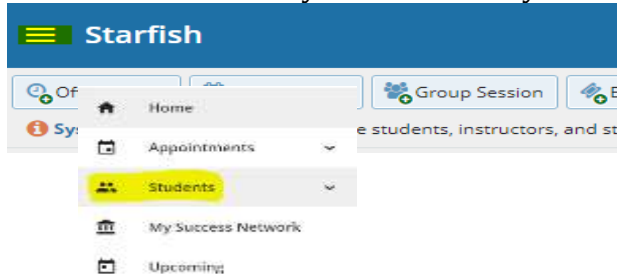
Click "save." You're done!



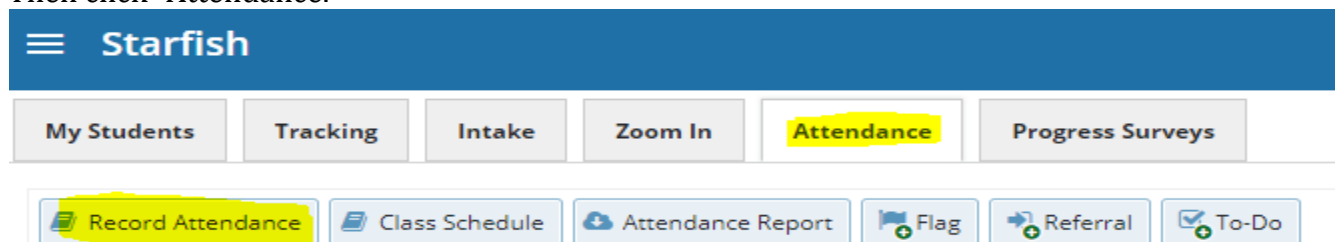
View Reporting of Attendance

Log into Starfish (from Blackboard or PeopleSoft).

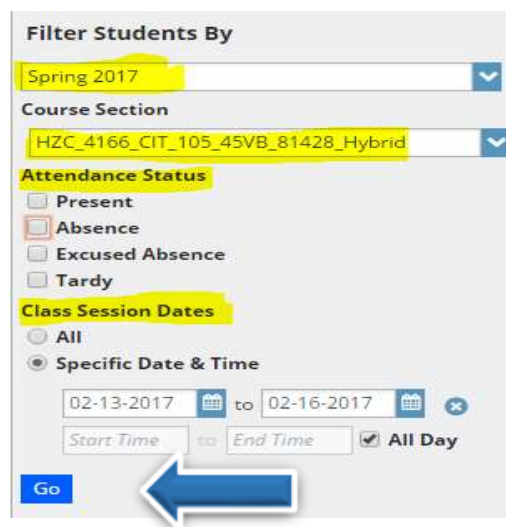
Select Menu Options , then select Students from the pull down menu. This will pull up a list of all students to whom you are currently connected in Starfish.



Then click "Attendance."



Select the **Term** and then the **Course** to view the class roster on the far right of the screen.



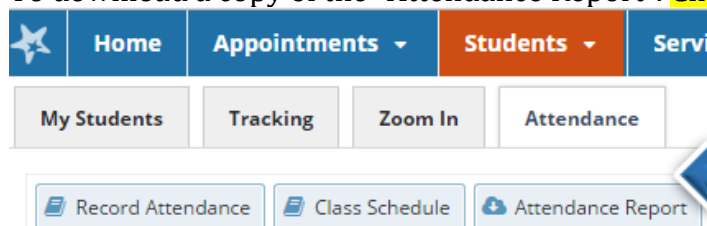
Use the filters in the right sidebar to view specific attendance data, including specific attendance statuses and the range of class sessions for which you want to view the attendance data.

Then click the **Go** button to apply the filter.



You can select specific students (or select all) showing on your list and use the **Raise Flag**, **Add Kudo**, or **Send Email** action buttons to perform those actions for the selected students.

To download a copy of the "Attendance Report". Click "Attendance Report" in the third toolbar:



An excel file will download for you to view.