


# Tracking Student Attendance in Starfish

Instructors and faculty can utilize the attendance tracking feature in Starfish to keep an electronic record of student attendance in their courses. Unlike attendance features in Canvas, attendance data reported in Starfish is visible to the academic advisors and support staff who work with your students and may provide them with helpful insight into students' academic progress.

## 1 OPEN STARFISH

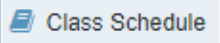

- ⇒ Log in at [starfish.uncg.edu](http://starfish.uncg.edu), or
  - ⇒ Click the Starfish button in [iSpartan Apps & Tools](#), or
  - ⇒ Open Starfish from [Canvas](#) (Account→Profile→Starfish)
- Enter your UNCG username and password to log in

## 2 FIND THE ATTENDANCE TOOL

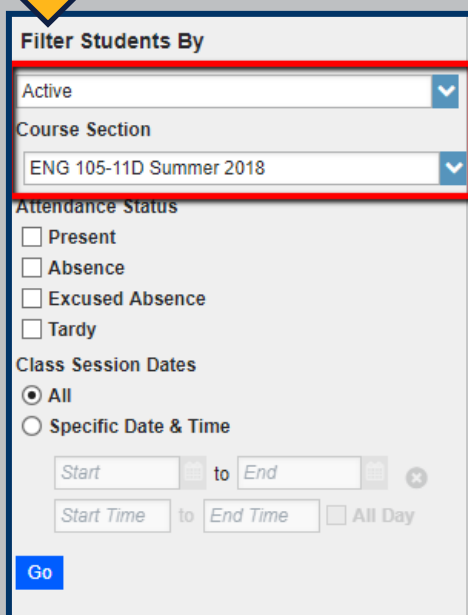
- ◆ Click the  icon to open your navigation menu
- ◆ Select the **Students** menu option
- ◆ Click the **Attendance** tab at the top of your page

## 3 SET UP YOUR CLASS SCHEDULE

If you have not used the attendance feature for your intended course, you will need to set up your class schedule first. Using the filter options on the right side of your screen, filter for the current term and select the course for which you wish to record attendance.

Once the appropriate course is selected, click the  button in the top menu and update the meeting times of your class. If the class meets at different times on different days, use the  button to add additional day/time information. Be sure to click **Submit** once you are finished.

Repeat this step for each course you wish to set up for attendance tracking.



Filter Students By

Active

Course Section

ENG 105-11D Summer 2018

Attendance Status

Present

Absence

Excused Absence

Tardy

Class Session Dates

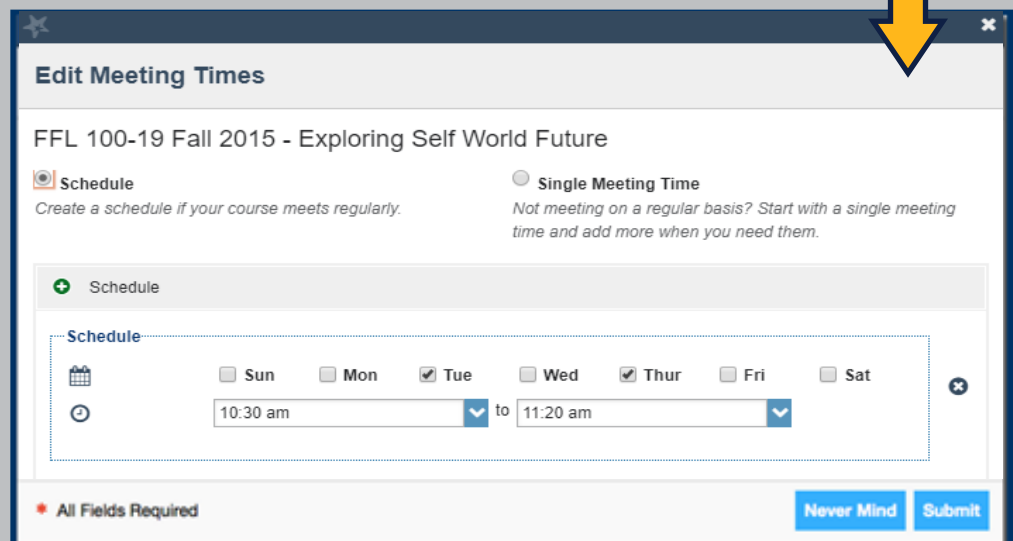
All

Specific Date & Time

Start to End

Start Time to End Time  All Day

Go



Edit Meeting Times

FFL 100-19 Fall 2015 - Exploring Self World Future

Schedule

Single Meeting Time

Create a schedule if your course meets regularly.

Not meeting on a regular basis? Start with a single meeting time and add more when you need them.

Schedule

Schedule

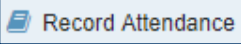
Sun  Mon  Tue  Wed  Thur  Fri  Sat

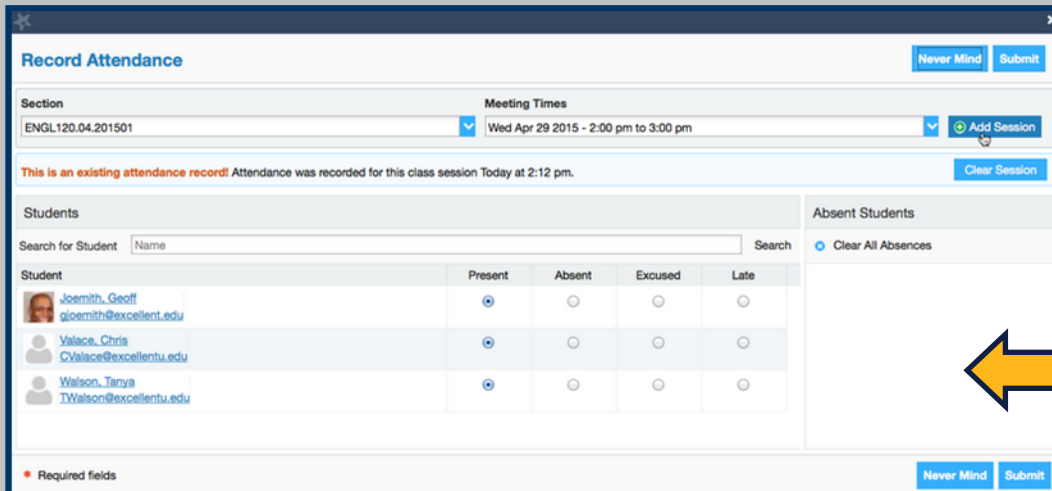
10:30 am to 11:20 am

All Fields Required

Never Mind Submit

## 4 RECORD ATTENDANCE

To record attendance, first use the filter options on the right to select the relevant course. Then, input student attendance by clicking the  button. Select a course from the drop-down menu that appears and choose the applicable day/time you'd like to record. This will pull up a list of the students in your class.



Student	Present	Absent	Excused	Late
Joemith_Geoff gjoemith@excellentu.edu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Valace_Chris CValace@excellentu.edu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walson_Tanya TWalson@excellentu.edu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

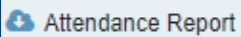
Record attendance by adjusting which attendance status is checked for each student. Make changes by marking students as Absent, Excused, or Tardy. The option you choose depends upon your course attendance policies.

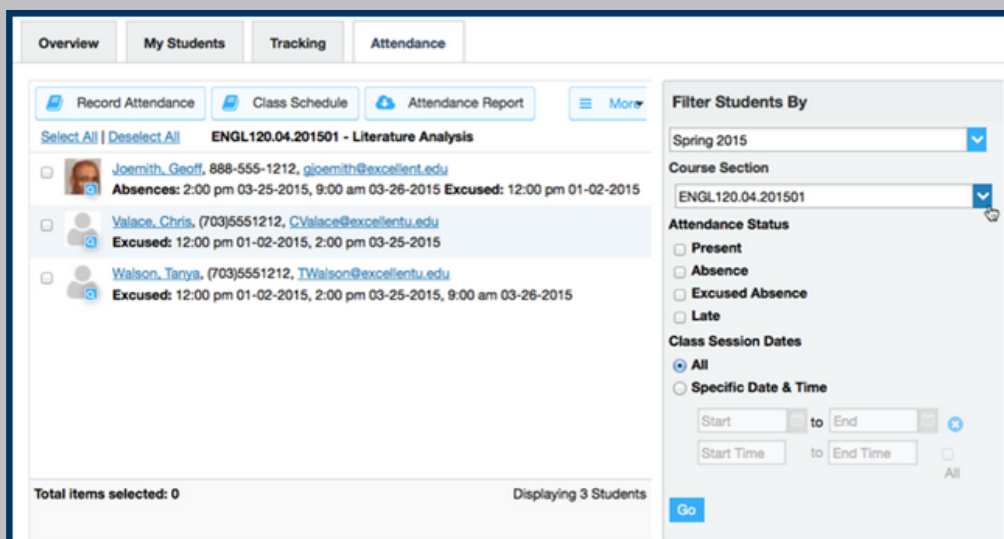
Click **Submit** to finish.

## 5 REVIEW ATTENDANCE DATA

Return to the attendance tool and use the filter options to select the desired course to review. When a course is selected, your Starfish page will automatically update to reflect any available attendance data, sorted by student name. Filter this list by attendance status as needed to obtain the information you seek.

You can download your attendance data into an Excel document for record keeping and further sorting. Click on the

 button and save the file in a secure file location.



Student	Attendance Record
Joemith_Geoff, 888-555-1212, gjoemith@excellentu.edu	Absences: 2:00 pm 03-25-2015, 9:00 am 03-26-2015 Excused: 12:00 pm 01-02-2015
Valace_Chris, (703)5551212, CValace@excellentu.edu	Excused: 12:00 pm 01-02-2015, 2:00 pm 03-25-2015
Walson_Tanya, (703)5551212, TWalson@excellentu.edu	Excused: 12:00 pm 01-02-2015, 2:00 pm 03-25-2015, 9:00 am 03-26-2015