How to - Take and track attendance Release 5.4
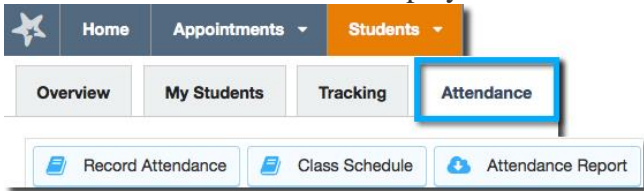
The **Attendance** tab will be displayed within the **Students** section of Starfish.

Before you will be able to record attendance for a class section, you will need to create the class meeting schedule for the section.

Set up a class meeting schedule

Choose the desired **Course Section** selected in the **Filter Students By** before clicking the **Class Schedule** button (images below)
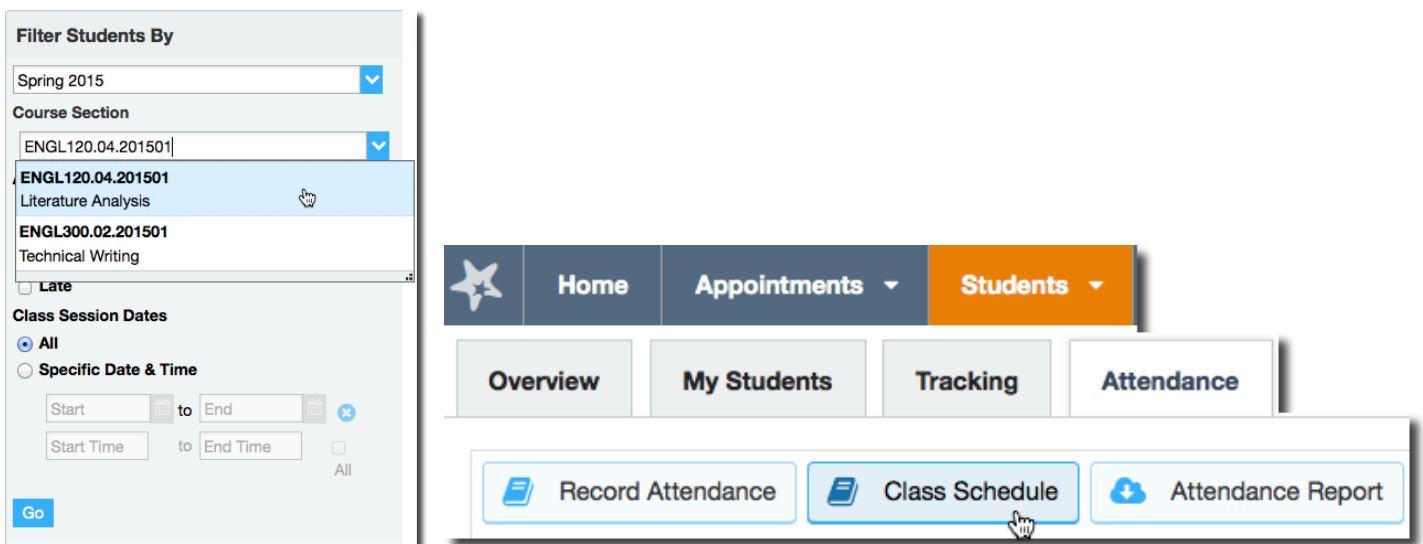
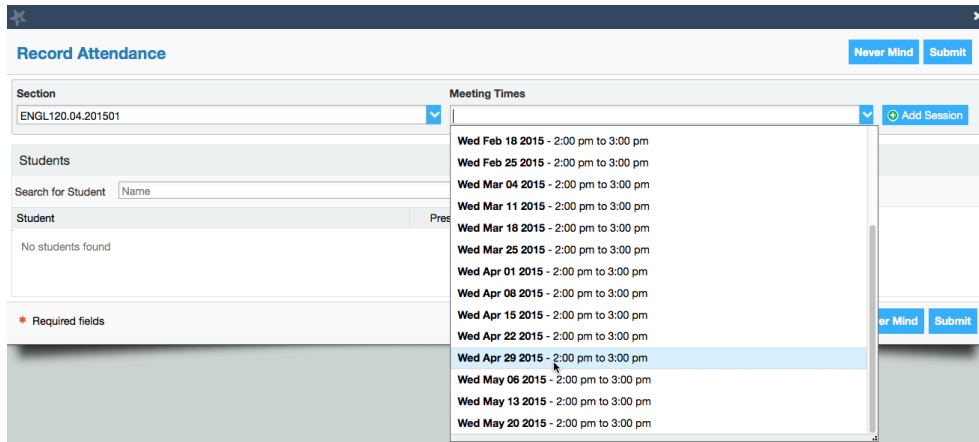Select the days and enter the start and end time for the class meeting.
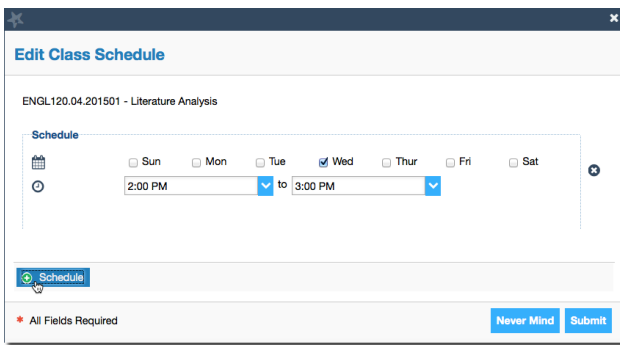
If the class meets at different times on different days, use the **Add Schedule** button to add an additional day/time combination. Click the **Submit** button after you have entered your schedule information.

Record or Update Attendance

The Record Attendance feature is accessible by clicking the **Record Attendance** button on the **Attendance** tab within the **Students** area. If you have never recorded attendance for this class before, you will be prompted to create the class schedule as described above.
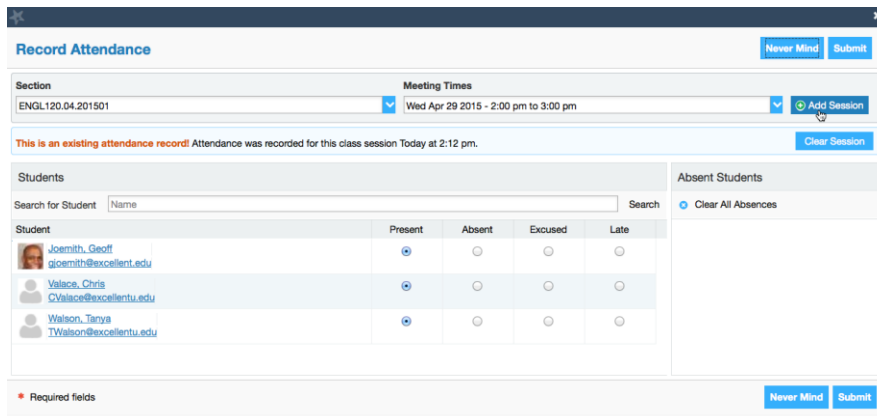
To record attendance

1. Select a **Course** from the drop down presented (if you had already filtered to a specific section that section will be populated).

2. Select the Meeting Time from the drop down list (options are based on the class schedule you created).

The class roster for the course and meeting time selected will be presented defaulting each student in the roster to a status of present.

Note: if you select a meeting time for which attendance data has been recorded previously, the message "This is an existing record!" will appear above the student roster.

3. Click the radio button associated with the desired status for each student for the date selected. As you make your selections, the statuses you mark will appear in a list to the right of the selection panel.

4. When you are satisfied with your selections, click the **Submit** button to save the attendance for your selected date, or click the **Never Mind** button to exit without adding or updating attendance for the selected date.

As described above, you can return to a previously set of attendance data by simply selecting the desired instance from the **Meeting Times** drop down and then updating statuses and clicking **Submit**.

In addition to updating the individual statuses you can modify attendance data using three distinct **clear** options:

1. **Clear Session**

   Use the **Clear Session** button to remove all previously recorded information for the class meeting selected. You will need to click the Submit button to save this change, but once submitted, there will no longer be *any* attendance data for the session. This option only appears if there is previously saved attendance data for the date selected. This option effectively removes any indication that attendance was taken on the day/time selected.

2. **Clear All Absences**

   Use the **Clear All Absences** link to reset all statuses to **Present** for the selected class meeting time. You will need to click the **Submit** button to save this change. If you **Submit** without making any additional changes after selecting **Clear All Absences,** all students on the roster would have an attendance record of present for the class meeting selected (in contrast to clear session described above which removes any attendance data from the system).

3. **Clear one student's status**

   Use the red circle with an X inside it associated with any student's status to reset just that student's record to **Present** for the selected class meeting. Remember to click **Submit** to save any changes.