

INSTRUCTIONS to RECORD ATTENDANCE in STARFISH

Logon to Starfish, either through [BlackBoard](#) logon, or the [stand alone link](#).

Near the top of your Starfish Home page, click on the blue Record Attendance button in the second row.

In the Course dropdown field, select the course for which you wish to record attendance.

Note the date and time. Select the status for each student based on your attendance policy.

Click Submit.


You may later edit using the Edit Recorded Session dropdown field.

Retrieving your attendance list

In Starfish, click on the Students tab at the top, then Attendance tab immediately below.

If necessary, locate course in the Filter Students By pane on the right.

Select the date and time, click GO.

Click the download  Attendance Report blue button.

Starfish downloads an Excel attendance report including a summary Tracking sheet and an Attendance sheet sorted by date. You may use this data to record attendance in your BB gradebook. (For large lists, see Instructor Help in BB to format file to upload to the gradebook.)

BEST PRACTICE NOTE: From the Attendance page, you also have the options to raise Flags (e.g., frequent absence, poor attendance), Send a Message to the student's Outlook webmail, or even make a note (e.g., regarding an excused absence).