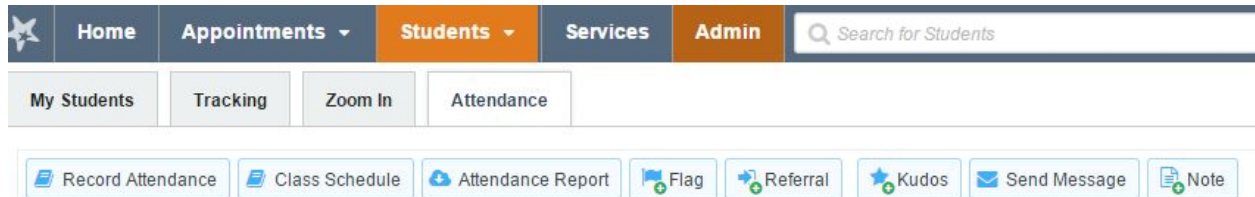


How do I record attendance for my class sessions in Starfish?

1. On your Starfish Home page, select the **Record Attendance** button. You will not see this button if you are not an instructor.



2. In the Record Attendance tool, first select the **Section** and the **Meeting Time** of the class session for which you want to record attendance.

A screenshot of the 'Record Attendance' tool interface. The title is 'Record Attendance'. It features two dropdown menus: 'Section' with the value 'CLT-201L-12-201610' and 'Meeting Time' with the value '02-02-2016 Tuesday, 7:00 am - 8:00 am'. Below these is a link that says 'Don't see your meeting time in the list above? Add a single meeting time'. At the bottom right, there are two buttons: 'Never Mind' and 'Next'.

3. Next search for the students that should be marked as Absent or Tardy using the search field or by scrolling down through your class roster.

Record Attendance

Section
Hematology & Coagulation Lab (CLT-201L-12-201610)

Meeting Time
02-02-2016 from 7:00 am - 8:00 am [Delete this meeting time](#)

Students

Search

	Present	Absent	Excused	Tardy
Arnold, Stephen arnoldsf@acad.sunybroome.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Brown, Jodi brownj21@acad.sunybroome.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chen, Quinnie chenqh@acad.sunybroome.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dzhun, Anastasiya dzhuna@acad.sunybroome.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Giang, Kristiana giank@acad.sunybroome.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gilbert, Victoria gilbertv@acad.sunybroome.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grinnell, Amanda grinnellan1@acad.sunybroome.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Guemsey, Elizabeth guemseyea@acad.sunybroome.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Houghton-DePietro, Brittany houghtondepietrob@acad.sunybroome.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Attendance
All students are present

[Never Mind](#) [Back](#) [Save](#)

- If all of your students attended class on the selected date, simply select the **Save** button to mark all of your students as present. If any students were late or not present, select the appropriate status for each of the students. The available options are: Present, Absent, Excused (for excused absences) and Tardy.
- When all students are marked with the appropriate status, select the **Save** button to submit.