



**Starfish | Student Success Platform**

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**SUNY NEW PALTZ**

**Starfish Tracking Attendance**

## Welcome to Starfish® @ SUNY New Paltz!

Starfish is an easy-to-use platform that gives you the opportunity to connect on another level and help improve student success and persistence.

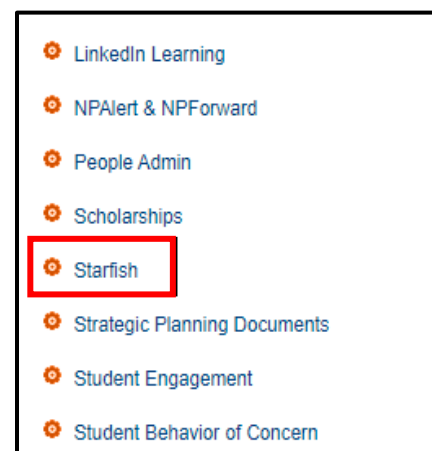
Everyone has a role in student success at SUNY New Paltz!

Helping our students be successful is a team effort. Depending on your role within the institution, however, you will likely have very specific priorities and goals in mind when you think about how best to support your students. Starfish works with all members of our institution to address their specific needs.

Getting started is easy!

### Log in Directions:

1. Sign in to [my.newpaltz.edu](https://my.newpaltz.edu).
2. Click “Starfish” Link under “Resources” (left-hand side).



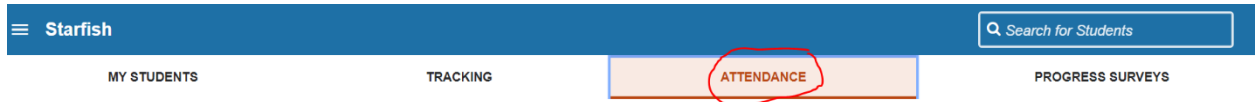
Starfish will automatically display all students that you have been assigned or are enrolled in your courses. From there, you can raise alerts (flags, kudos, & referrals) about students, review alerts that have been raised about your students, and provide additional information.

## Tracking Attendance in Starfish

1. Log in to Starfish
2. Click on the Hamburger Menu in the top left corner



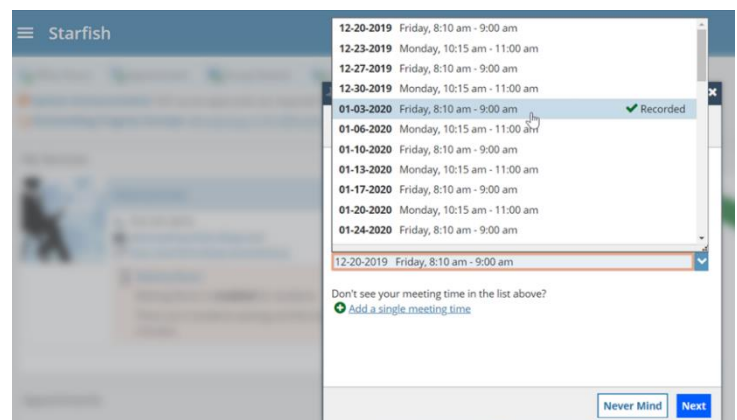
3. A drop-down menu will appear. Click on **Students**.
4. Click on the **Attendance** tab:



5. Click the **Record Attendance** button
6. A window will pop-up
  - A. Under the **Section** drop-down, select the section you wish to record attendance for
  - B. **If you have meeting times set-up:**
    1. Under **Meeting Time** select the meeting time for the section
  - C. **If you DO NOT have meeting times set-up:**
    1. Under **Meeting Time** click "set up meeting times now"
    2. Input the days & times the course meets
    3. Click **Submit**
    4. Follow the steps from "B" above.
  - D. Click **Next**
7. After clicking **Next**, your course roster will display
8. By default, all students are marked as present. Using the buttons (**Present, Absent, Excused, Tardy**), mark the students appropriately.
9. Click **Save**.

## Edit Previously Recorded Attendance in Starfish

1. From the **Attendance** tab (on the **Students** page), select **Record Attendance**.
2. A window will pop-up
  - A. Under the **Section** drop-down, select the recorded meeting time
  - B. Select **Next**
3. After clicking next, select **Edit**.



**Record Attendance**

**Section**  
General Biology II (SCI-BIOL201-600-202001)

**Meeting Time**  
01-03-2020 from 8:10 am - 9:00 am [Delete this meeting time](#)

✔ This attendance was recorded Today at 11:51 am. [Edit](#)

**Students**

Type a name  Search

	Present	Absent	Excused	Tardy
Albright, Randy Randy.Albright@starfishcollege.test		✔		
Andrews, Randy Randy.Andrews@starfishcollege.test	✔			
Berger, Jeff Jeff.Berger@starfishcollege.test	✔			
Chappell, Jeff Jeff.Chappell@starfishcollege.test	✔			
Fisher, Jim Jim.Fisher@starfishcollege.test	✔			
Fore, Jim Jim.Fore@starfishcollege.test	✔			

**Attendance**

**Absent (1)**  
Albright, Randy

**Present (26)**

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

4. Make the appropriate changes then click **Save**.