

Tracking Attendance

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Welcome to Starfish [®] at SUNY New Paltz!

Starfish is an easy-to-use platform that gives you the opportunity to connect on another level to 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 best when all members of our institution work together to address students' specific needs.

Getting started is easy!

Login Directions:

- 1. Sign in to my.newpaltz.edu
- 2. Click the "Starfish" link under "Resources" (left-hand column)

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

Tracking Attendance

- 1. Log in to Starfish
- 2. Click on the **menu** \equiv button, then select the **Students** option
- 3. Click on the Attendance tab

≡ Starfish				Q Search for Students
MY STUDENTS	TRACKING	STUDENT SURVEYS	ATTENDANCE	PROGRESS SURVEYS

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

Edit Previously Recorded Attendance

- 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)		Meeti 01-03-	ng Time 2020 from 8:10 ar	m - 9:00 am Dele	se this meeting time	
~	This attendance wa	as recorded 1	oday at 11:51آ	an. <u>Edit</u>		
Students					Attendance	
Type a name				Search	Absent (1)	
	Present	Absent	Excused	Tardy	Albright, Randy	
Albright, Randy Bandy, Albright@starfishcollege.test		~		i i	Present (26)	
Andrews.Randy Bandy.Andrews@starfishcollege.test	~					
Berger. Jeff Jeff.Berger@starfishcollege.test	~					
Chappell. Jeff Jeff.Chappell@starfishcollege.test	~					
Esber, Jim Jim.Fisher@starfishcollege.test	~					
Eore, Jim Jim.Fore@starfishcollege.test	~					
					Never Mind Ba	k Save

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