Starfish Attendance Feature Guide
Login

- [Starfish Login Page](http://uri.edu/starfish) <<< Click here
- Use your single sign-on credentials (URI email and Microsoft 365 password).
- Detailed instructions for setting this up can be found here: https://web.uri.edu/its/office-365.
- You can find other resources and the link to the login page at http://uri.edu/starfish
Accessing the Attendance Feature

First go to the main menu in the upper left corner and select **Students**.
Next, click the **Attendance** button. Then filter your courses by the **Course Section** selector. Last, click the **Record Attendance** button.
Recording Attendance

In this window, confirm the course section and meeting time for which you want to record attendance, then hit Next.
Recording Attendance

In this box, record your attendance. After marking all students, select Save.

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<th>Students</th>
<th>Present</th>
<th>Absent</th>
<th>Excused</th>
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</table>

Attendance:
- Absent (1)
- Excused (1)
- Present (22)

[Save button highlighted]
Analyzing Attendance

There are two options for analyzing attendance. The first is downloading an Attendance Report in excel and sorting/filtering as you need. The second option is to filter in Starfish via the Filter Students By feature.
Have a Starfish problem or question?

Send us an email at starfish@etal.uri.edu and we would be more than happy to help!