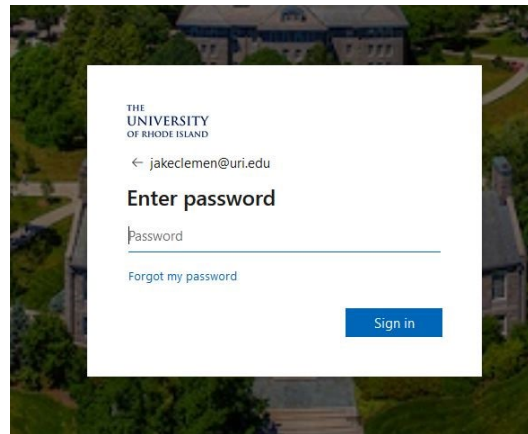


Starfish Attendance Feature Guide

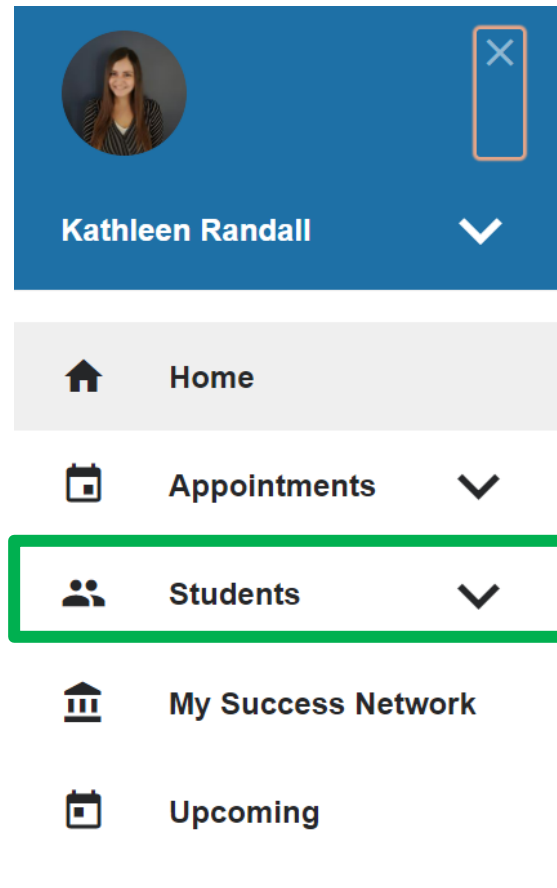
Login

- [Starfish Login Page](#) <<< 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**.



Recording Attendance

Next, click the **Attendance** button. Then filter your courses by the **Course Section** selector. Last, click the **Record Attendance** button.



The screenshot shows a web application interface for recording attendance. At the top, there is a blue navigation bar with a search box labeled "Search for Students". Below this, a horizontal menu contains five tabs: "MY STUDENTS", "TRACKING", "INTAKE", "ZOOM IN", and "ATTENDANCE". The "ATTENDANCE" tab is highlighted with a red rectangular box. Below the tabs, a row of action buttons is displayed: "Record Attendance", "Class Schedule", "Attendance Report", "Flag", "Referral", "To-Do", "Kudos", and "Send Message". The "Record Attendance" button is highlighted with a green rectangular box. Below these buttons, the text "UCS 270 - 0002 - Spring 2021: Academic and Career Decisions - Academic and Career Decisions" is shown. A list of student records follows, each with a checkbox on the left and a greyed-out name field. At the bottom left, it says "Total items selected: 0". At the bottom right, it says "Displaying 24 Students". On the right side of the interface, a "Filter Students By" sidebar is open. It contains a "Course Section" dropdown menu, which is highlighted with a purple rectangular box and shows the selected option "UCS 270 - 0002 - Spring 2021: Academic and Career Decisions". Below this, there are sections for "Attendance Status" with checkboxes for "Present", "Absent", "Excused Absence", and "Tardy"; and "Class Session Dates" with radio buttons for "All" (selected) and "Specific Date & Time". The "Specific Date & Time" section includes input fields for "Start", "End", "Start Time", and "End Time", along with an "All Day" checkbox. A blue "Go" button is at the bottom of the sidebar.

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Recording Attendance


 


Record Attendance

Section

UCS 270 - 0002 - Spring 2021: Academic and Career Decisions 

Meeting Time

01-26-2021 Tuesday, 9:30 am - 10:45 am 

Don't see your meeting time in the list above?
 [Add a single meeting time](#)

Never Mind

Next

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**.

Record Attendance

Section

Academic and Career Decisions (UCS 270 - 0002 - Spring 2021: Academic and Career Decisions)

Meeting Time

01-26-2021 from 9:30 am - 10:45 am [Delete this meeting time](#)

Students

Type a name

Search

Present

Absent

Excused

Tardy

Attendance

Clear All ✕

Absent (1)

Excused (1)

Present (22)

Never Mind

Back

Save

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.

The screenshot displays the Starfish system interface. At the top, there are five tabs: MY STUDENTS, TRACKING, INTAKE, ZOOM IN, and ATTENDANCE. The ATTENDANCE tab is selected and highlighted in orange. Below the tabs, there is a toolbar with several buttons: Record Attendance, Class Schedule, Attendance Report (highlighted with a red box), Flag, Referral, To-Do, Kudos, and Send Message. Below the toolbar, there is a list of students with checkboxes and names. The text 'UCS 270 - 0002 - Spring 2021: Academic and Career Decisions - Academic and Career Decisions' is visible. On the right side, there is a sidebar titled 'Filter Students By' (highlighted with a purple box). The sidebar contains several filter options: Course Section (UCS 270 - 0002 - Spring 2021: Academic and Career Decisions), Attendance Status (Present, Absent, Excused Absence, Tardy), and Class Session Dates (All, Specific Date & Time). The 'Go' button is at the bottom of the sidebar. At the bottom of the main interface, it says 'Total items selected: 0' and 'Displaying 24 Students'.

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Have a Starfish problem or question?

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

