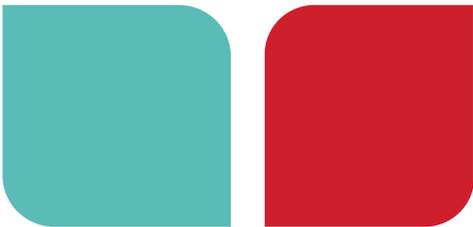


Starfish Attendance



HOBSONS 

After attending this session, you should be able to:



- Set up a class meeting schedule for sections you teach
- Record attendance for class meetings
- Edit attendance for a class meeting
- Capture attendance for a non-standard meeting of a course
- Report on attendance taken

› Taking Attendance

Instructors



- 1) Click the Record Attendance button on the Home page
OR
go to the Attendance tab within the Students area
- 2) Select the section
- 3) Set up/select the class meeting time
- 4) Mark the attendance statuses for the session and click submit



Alternate Flows

- ▶ Attendance has never been taken for a session and no meeting times exist
- ▶ Class meeting times exist and you are recording attendance for a regular class meeting
- ▶ Class meeting times exist, but you are recording attendance for a one-off meeting time
- ▶ Edit attendance previously taken
- ▶ Remove a previously recorded session entirely

Attendance has never been taken and no meeting times exist



- After selecting a section, select “Set up meeting times now”

Record Attendance

Section
SCI-BIOL202-601-201503

Meeting Time
You haven't set up any meeting times yet.
 [Set up meeting times now](#)

Set Up Meeting Times

SCI-BIOL202-601-201503 - Microbiology II

Schedule *Create a schedule if your course meets regularly.* **Single Meeting Time** *Not meeting on a regular basis? Start with a single meeting time and add more when you need them.*

Schedule

Sun Mon Tue Wed Thur Fri Sat

9:10 am to 10:15 am

Schedule

Sun Mon Tue Wed Thur Fri Sat

8:00 am to 10:10 am

* All Fields Required Never Mind Submit

Class meeting times exist, record attendance for a class meeting



Record Attendance

Section
SCI-BIOL202-601-201503

Meeting Time

- 08-10-2015 Monday, 9:10 am - 10:15 am
- 08-10-2015 Monday, 9:10 am - 10:15 am**
- 08-12-2015 Wednesday, 8:00 am - 10:10 am
- 08-14-2015 Friday, 9:10 am - 10:15 am
- 08-17-2015 Monday, 9:10 am - 10:15 am
- 08-19-2015 Wednesday, 8:00 am - 10:10 am
- 08-21-2015 Friday, 9:10 am - 10:15 am
- 08-24-2015 Monday, 9:10 am - 10:15 am
- 08-26-2015 Wednesday, 8:00 am - 10:10 am
- 08-28-2015 Friday, 9:10 am - 10:15 am
- 08-31-2015 Monday, 9:10 am - 10:15 am
- 09-02-2015 Wednesday, 8:00 am - 10:10 am
- 09-04-2015 Friday, 9:10 am - 10:15 am
- 09-07-2015 Monday, 9:10 am - 10:15 am
- 09-09-2015 Wednesday, 8:00 am - 10:10 am

- After selecting a section, select the desired meeting time from the list.
- The drop down will default to the first session that has no recorded data

Class meeting times exist, record attendance for a one-off meeting



- After selecting a section, select “Add a single meeting time”.

Record Attendance

Section
SCI-BIOL202-601-201503

Meeting Time
08-10-2015 Monday, 9:10 am - 10:15 am

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

Add Meeting Time

Day
08-11-2015

Time
9:10 am to 9:40 am

* All Fields Required

Never Mind Submit

Edit attendance previously taken



Record Attendance

Section
SCI-BIOL202-601-201503

Meeting Time

- 08-12-2015 Wednesday, 8:00 am - 10:10 am
- 08-10-2015 Monday, 9:10 am - 10:15 am** ✓ Recorded
- 08-12-2015 Wednesday, 8:00 am - 10:10 am
- 08-14-2015 Friday, 9:10 am - 10:15 am
- 08-17-2015 Monday, 9:10 am - 10:15 am
- 08-19-2015 Wednesday, 8:00 am - 10:10 am
- 08-21-2015 Friday, 9:10 am - 10:15 am
- 08-24-2015 Monday, 9:10 am - 10:15 am
- 08-26-2015 Wednesday, 8:00 am - 10:10 am
- 08-28-2015 Friday, 9:10 am - 10:15 am
- 08-31-2015 Monday, 9:10 am - 10:15 am
- 09-02-2015 Wednesday, 8:00 am - 10:10 am
- 09-04-2015 Friday, 9:10 am - 10:15 am
- 09-07-2015 Monday, 9:10 am - 10:15 am
- 09-09-2015 Wednesday, 8:00 am - 10:10 am

- After selecting a section, select a meeting time with a green check mark in the drop down list.
- Select Edit on the Record Attendance form

Record Attendance

Section: Microbiology II (SCI-BIOL202-601-201503) Meeting Time: 08-10-2015 from 9:10 am - 10:15 am

✓ This attendance was recorded Today at 2:08 pm. [Edit](#) [Clear](#)

Students

	Present	Absent	Excused	Tardy
Husker, Herbie hhusker@school.com		✓		
Messi, Lionel	✓			
Olivas, Alex Alex.Olivas@starfishcollege.edu			✓	
Ramapo, Mary Mary.Ramapo@starfishcollege.edu	✓			
Umsl, Wayne Wayne.Umsl@starfishcollege.edu	✓			

Attendance

Absent (1)
Husker, Herbie

Excused (1)
Olivas, Alex

Present (3)

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

Remove a previously recorded session entirely



Record Attendance

Section
Microbiology II (SCI-BIOL202-601-201503)

Meeting Time
08-10-2015 from 9:10 am - 10:15 am

✓ This attendance was recorded Today at 2:10 pm. [Edit](#) [Clear](#)

Students

	Present	Absent	Excused	Tardy
Husker, Herbie hhusker@school.com		✓		
Messi, Lionel	✓			
Olivas, Alex Alex.Olivas@starfishcollege.edu		✓		
Ramapo, Mary Mary.Ramapo@starfishcollege.edu	✓			
Umsl, Wayne Wayne.Umsl@starfishcollege.edu	✓			

Attendance

Absent (2)

Husker, Herbie

Olivas, Alex

Present (3)

Never Mind Back Save

- After selecting a section with recorded data, select “Clear” on the Record Attendance form

Filter Attendance information



Record Attendance | Class Schedule | Attendance Report | Flag | Referral | To-Do | More

Select All | Deselect All | **SCI-BIOL201-600-201501 - General Biology II**

<input type="checkbox"/>		Albright, Randy , (757) 622-4487, Randy.Albright@starfishcollege.edu Absences: 8:00 am Today
<input type="checkbox"/>		Berger, Jeff , (757) 622-4487, Jeff.Berger@starfishcollege.edu Absences: 8:00 am Today

Total items selected: 0 | Displaying 2 Students

Filter Students By

Spring 2015

Course Section
SCI-BIOL201-600-201501

Attendance Status

Present
 Absence
 Excused Absence
 Tardy

Class Session Dates

All
 Specific Date & Time

Start to End
Start Time to End Time All Day

Go

Run Attendance Reports



The screenshot shows a web application interface for managing attendance reports. At the top, there are navigation buttons: Record Attendance, Class Schedule, Attendance Report, Flag, Referral, To-Do, and More. Below these is a breadcrumb trail: Select All | Deselect All | SCI-BIOL201-600-201501 - General Biology II. The main content area displays a list of students with their names, contact information, and absence records. Two students are listed: Randy Albright and Jeff Berger, both with an absence at 8:00 am Today. A modal dialog box is open in the center, titled "Opening SCI-BIOL201-600-201501-attendance-report.xls". The dialog contains the following text: "You have chosen to open: SCI-BIOL201-600-201501-attendance-report.xls which is: Document from: https://stage.starfishsolutions.com". Below this, it asks "What should Firefox do with this file?" and provides three options: "Open with Microsoft Excel (default)", "Save File" (which is selected), and "Do this automatically for files like this from now on." There are "Cancel" and "OK" buttons at the bottom of the dialog. On the right side of the interface, there is a "Filter Students By" section with dropdown menus for "Spring 2015", "Course Section", and "Status". Below this are input fields for "Absence" and "on Dates", and a "Date & Time" section with "to End" and "to End Time" fields, and a checkbox for "All Day". At the bottom left, it says "Total items selected: 0" and at the bottom right, "Displaying 2 Students".

Run Attendance Reports



	A	B	C	D	E	F	G	H			
1	Date	Time	Course Name	Course ID	Present Students	Absent Students	Excused Students	Tardy Students			
2	3/25/2015	8:00 AM	General Biology II	SCI-BIOL201-600-201501	23	2	1	0			
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21											
22	A	B	C	D	E	F	G	H	I	J	K
23	Student Name	Student ID	Student Username	Student Integration ID	Student Email	Student Phone	Date	Time	Course Name	Course ID	Attendance Status
24	Brad Wadleigh	bwadleigh5072	bwadleigh	Brad.Wadleigh	Brad.Wadleigh@starfishcollege.edu	(757) 622-4487	3/25/2015	8:00 AM	General Biology II	SCI-BIOL201-600-201501	PRESENT
25	Brad Workman	bworkman5146	bworkman	Brad.Workman	Brad.Workman@starfishcollege.edu	(757) 622-4487	3/25/2015	8:00 AM	General Biology II	SCI-BIOL201-600-201501	PRESENT
26	Deb Heck	dheck5040	dheck	Deb.Heck	Deb.Heck@starfishcollege.edu	(757) 622-4487	3/25/2015	8:00 AM	General Biology II	SCI-BIOL201-600-201501	PRESENT
27	Deb Ivanov	divanov5114	divanov	Deb.Ivanov	Deb.Ivanov@starfishcollege.edu	(757) 622-4487	3/25/2015	8:00 AM	General Biology II	SCI-BIOL201-600-201501	PRESENT
28	Edwina Resalvo	eresalvo5064	eresalvo	Edwina.Resalvo	Edwina.Resalvo@starfishcollege.edu	(757) 622-4487	3/25/2015	8:00 AM	General Biology II	SCI-BIOL201-600-201501	PRESENT
29	Edwina Sanders	esanders5138	esanders	Edwina.Sanders	Edwina.Sanders@starfishcollege.edu	(757) 622-4487	3/25/2015	8:00 AM	General Biology II	SCI-BIOL201-600-201501	PRESENT
30	Emily Sand	esand4965	esand	Emily.Sand	Emily.Sand@starfishcollege.edu	(757) 622-4487	3/25/2015	8:00 AM	General Biology II	SCI-BIOL201-600-201501	PRESENT
31	Grant Jordan	gjordan4839	gjordan	Grant.Jordan	Grant.Jordan@starfishcollege.edu	(703) 989-8881	3/25/2015	8:00 AM	General Biology II	SCI-BIOL201-600-201501	PRESENT
32	Jeff Berger	jberger5024	jberger	Jeff.Berger	Jeff.Berger@starfishcollege.edu	(757) 622-4487	3/25/2015	8:00 AM	General Biology II	SCI-BIOL201-600-201501	ABSENT
33	Jeff Chappell	jchappell5098	jchappell	Jeff.Chappell	Jeff.Chappell@starfishcollege.edu	(757) 622-4487	3/25/2015	8:00 AM	General Biology II	SCI-BIOL201-600-201501	EXCUSED
34	Jim Fisher	jfisher5032	jfisher	Jim.Fisher	Jim.Fisher@starfishcollege.edu	(757) 622-4487	3/25/2015	8:00 AM	General Biology II	SCI-BIOL201-600-201501	PRESENT
35	Jim Fore	jfore5106	jfore	Jim.Fore	Jim.Fore@starfishcollege.edu	(757) 622-4487	3/25/2015	8:00 AM	General Biology II	SCI-BIOL201-600-201501	PRESENT
36	Lexy Gilmore	lgilmore4967	lgilmore	Lexy.Gilmore	Lexy.Gilmore@starfishcollege.edu	(757) 622-4487	3/25/2015	8:00 AM	General Biology II	SCI-BIOL201-600-201501	PRESENT
37	Lynn Meyer	lmeyer5056	lmeyer	Lynn.Meyer	Lynn.Meyer@starfishcollege.edu	(757) 622-4487	3/25/2015	8:00 AM	General Biology II	SCI-BIOL201-600-201501	PRESENT
38	Lynn Nelson	lnelson5130	lnelson	Lynn.Nelson	Lynn.Nelson@starfishcollege.edu	(757) 622-4487	3/25/2015	8:00 AM	General Biology II	SCI-BIOL201-600-201501	PRESENT
39	Max Jennings	mjennings5082	mjennings	Max.Jennings	Max.Jennings@starfishcollege.edu	(757) 622-4487	3/25/2015	8:00 AM	General Biology II	SCI-BIOL201-600-201501	PRESENT
40	Max Johnson	mjohnson4996	mjohnson	Max.Johnson	Max.Johnson@starfishcollege.edu	(757) 622-4487	3/25/2015	8:00 AM	General Biology II	SCI-BIOL201-600-201501	PRESENT
41	Max Jorgenson	mjorgenson4977	mjorgenson	Max.Jorgenson	Max.Jorgenson@starfishcollege.edu	(757) 622-4487	3/25/2015	8:00 AM	General Biology II	SCI-BIOL201-600-201501	PRESENT
42	Qing Zhang	qzhang5080	qzhang	Qing.Zhang	Qing.Zhang@starfishcollege.edu	(757) 622-4487	3/25/2015	8:00 AM	General Biology II	SCI-BIOL201-600-201501	PRESENT
43	Randy Albright	ralbright5016	ralbright	Randy.Albright	Randy.Albright@starfishcollege.edu	(757) 622-4487	3/25/2015	8:00 AM	General Biology II	SCI-BIOL201-600-201501	ABSENT
44	Randy Andrews	randrews5090	randrews	Randy.Andrews	Randy.Andrews@starfishcollege.edu	(757) 622-4487	3/25/2015	8:00 AM	General Biology II	SCI-BIOL201-600-201501	PRESENT
45	Ron Wilkinson	rwilkinson4975	rwilkinson	Ron.Wilkinson	Ron.Wilkinson@starfishcollege.edu	(757) 622-4487	3/25/2015	8:00 AM	General Biology II	SCI-BIOL201-600-201501	PRESENT
46	Sara Hand	shand4973	shand	Sara.Hand	Sara.Hand@starfishcollege.edu	(757) 622-4487	3/25/2015	8:00 AM	General Biology II	SCI-BIOL201-600-201501	PRESENT
47	Wataru Kato	wkato5048	wkato	Wataru.Kato	Wataru.Kato@starfishcollege.edu	(757) 622-4487	3/25/2015	8:00 AM	General Biology II	SCI-BIOL201-600-201501	PRESENT
48	Wataru Lam	wlam5122	wlam	Wataru.Lam	Wataru.Lam@starfishcollege.edu	(757) 622-4487	3/25/2015	8:00 AM	General Biology II	SCI-BIOL201-600-201501	PRESENT
49	Xie Zhang	xzhang5156	xzhang	Xie.Zhang	brian.skrab@hobsons.com	(757) 622-4487	3/25/2015	8:00 AM	General Biology II	SCI-BIOL201-600-201501	PRESENT
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Creating the pivot table

After clicking (opening) the report the report will open in Excel.

8. Click on the **Enable Editing** button (below the menu bar (on the yellow tool bar)
9. 3. Click on the **Student Attendance** tab
10. 4. From the Menu bar, click on **INSERT**
11. 5. Click on **Pivot Table**
12. 6. The Create PivotTable window will display, click on **OK**
13. 7. On the right side of the spreadsheet window, a there should be a list (PivotTable Fields).
14. 8. Right click (two times) on Attendance Status, then click on **Add to Columns**
15. 9. Right click (two times) on Attendance Status, then click on **Add to Values**
16. 10. You should now see your pivot table

The final PivotTable is as follows:

Count of Attendance Status	Attendance Status	ABSENT	EXCUSED	PRESENT	TARDY	Grand Total
Ar			1	30		31
As		2		29		31
Au		6		25		31
Br		7		1		8
Br		3		27	1	31
Co				1		8
Cr				29		31
Cr						8
Da				2	1	31
Da		4		26	1	31
Da		6		2		8
De		24		7		31
En		2		29		31
Ha				31		31
Ha		1		29	1	31