

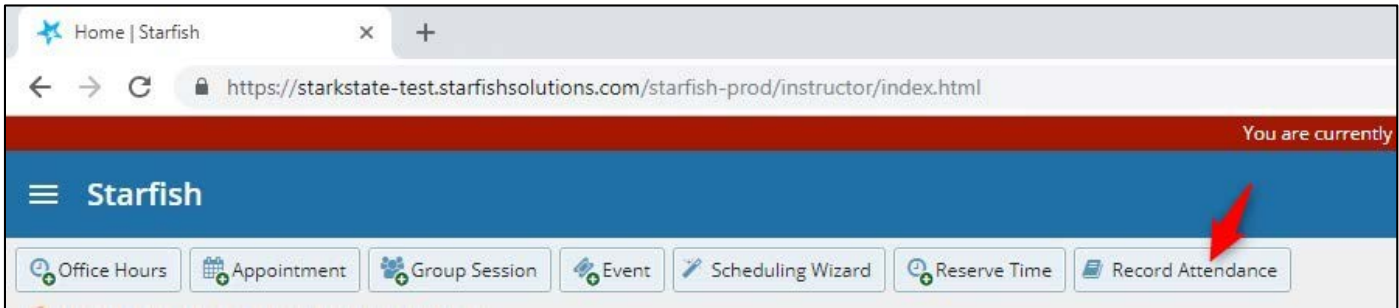
# Starfish – How to Record Attendance

This tutorial will show you how to record attendance in Starfish.

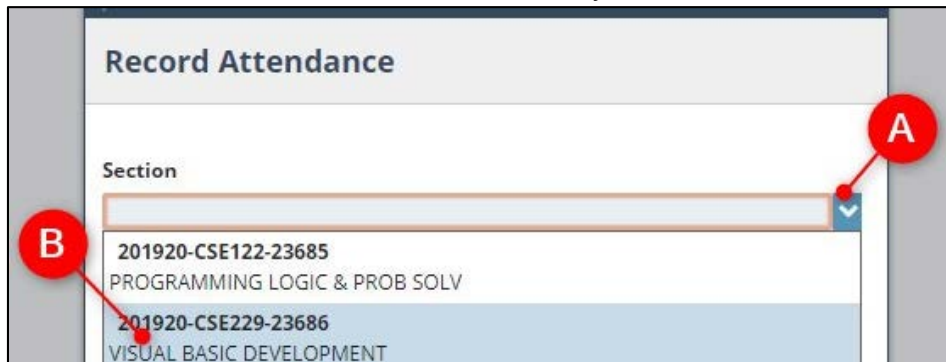
**Make sure you set up the attendance tracker before attempting to use it!**

## Directions:

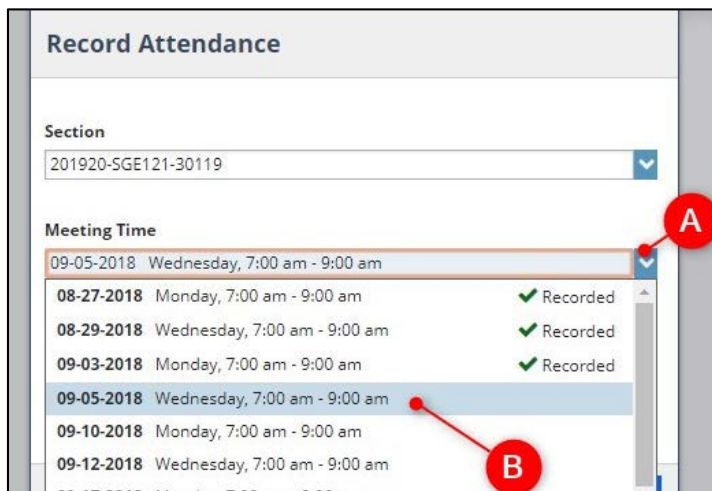
1. Log into Starfish.
2. Click Record Attendance.



3. Click on the down arrow and select class you want to record attendance for.



4. Click on the down arrow and select date.



5. Click on **Next**.

The screenshot shows a 'Record Attendance' form with the following fields:

- Section:** 201920-SGE121-30119
- Meeting Time:** 09-05-2018 Wednesday, 7:00 am - 9:00 am
- Text: Don't see your meeting time in the list above?  
[Add a single meeting time](#)
- Buttons: **Never Mind** and **Next** (highlighted with a red arrow)

6. Select the proper category of attendance for each student.

The screenshot shows the 'Record Attendance' page with the following details:

- Section:** GAME DESIGN (201920-SGE121-30119)
- Meeting Time:** 09-05-2018 from 7:00 am - 9:00 am [Delete this meeting time](#)
- Students:** A search bar and a table of students.
- Attendance:** A summary panel on the right.

Students	Present	Absent	Excused	Tardy
<a href="#">jdoe123@starkstate.net</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<a href="#">jdoh@starkstate.net</a>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<a href="#">sholmes@starkstate.net</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<a href="#">mqimby@starkstate.net</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<a href="#">hsimpson@starkstate.net</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<a href="#">lsimpson@starkstate.net</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<a href="#">sskinner@starkstate.net</a>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<a href="#">MSzyzslak@starkstate.net</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Attendance Summary:**

- Absent (2)**
  - [Doh, Jane](#)
  - [Skinner, Seymour](#)
- Present (6)**

7. Click on **Save**.