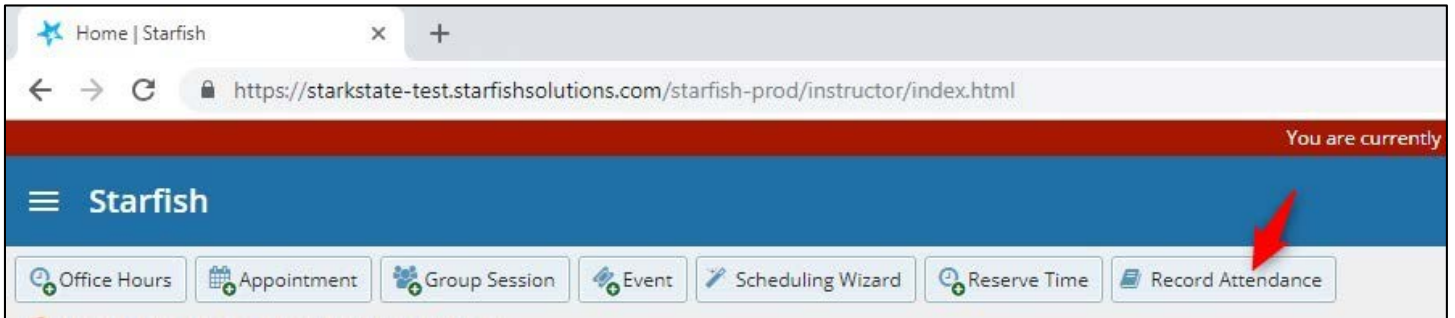


## Starfish – How to Set-up the Attendance Tracker

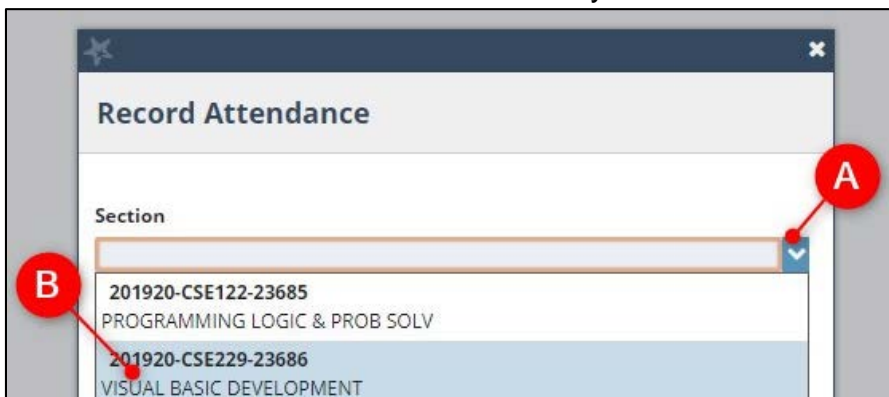
This tutorial will show you how to set up the attendance tracker in Starfish. Once you have the attendance tracker set up, it's easy to start taking attendance in the system!

### Directions:

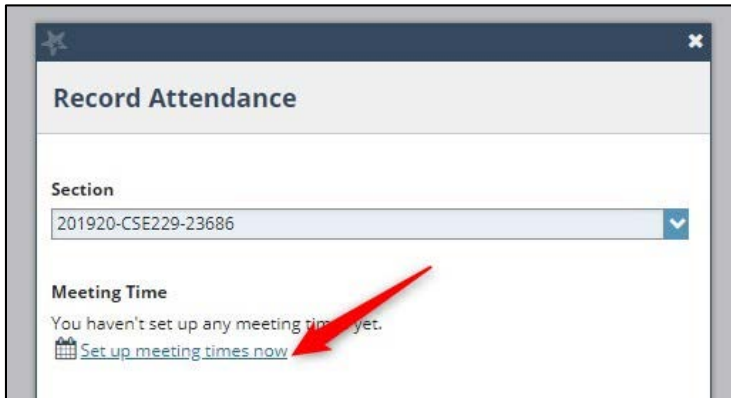
1. Log into Starfish.
2. Click Record Attendance.



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



4. Click on **Set up meeting times now**



5. Set the days and times for the course.

**Set Up Meeting Times**

201920-CSE229-23686 - VISUAL BASIC DEVELOPMENT

**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

5:30 pm to 7:20 pm

6. Click on **Submit**.

**Set Up Meeting Times**

201920-CSE229-23686 - VISUAL BASIC DEVELOPMENT

**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

5:30 pm to 7:20 pm

\* All Fields Required

Never Mind **Submit**