



Starfish | Student Success Platform

# SUNY NEW PALTZ

## Tracking Attendance

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## Welcome to Starfish<sup>®</sup> at SUNY New Paltz!

Starfish is an easy-to-use platform that gives you the opportunity to connect on another level to help improve student success and persistence.

Everyone has a role in student success at SUNY New Paltz!

Helping our students be successful is a team effort. Depending on your role within the institution, however, you will likely have very specific priorities and goals in mind when you think about how best to support your students. Starfish works best when all members of our institution work together to address students' specific needs.

Getting started is easy!

### **Login Directions:**

1. Sign in to [my.newpaltz.edu](https://my.newpaltz.edu)
2. Click the "Starfish" link under "Resources" (left-hand column)

Starfish will automatically display all your assigned advisees and students enrolled in your courses. You can raise alerts (flags, kudos, & referrals) about students, review alerts that have been raised about your students, and provide additional information.

## Tracking Attendance

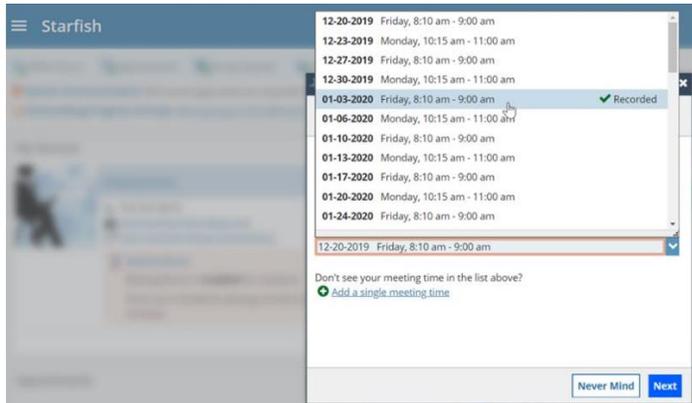
1. Log in to Starfish
2. Click on the **menu**  button, then select the **Students** option
3. Click on the **Attendance** tab



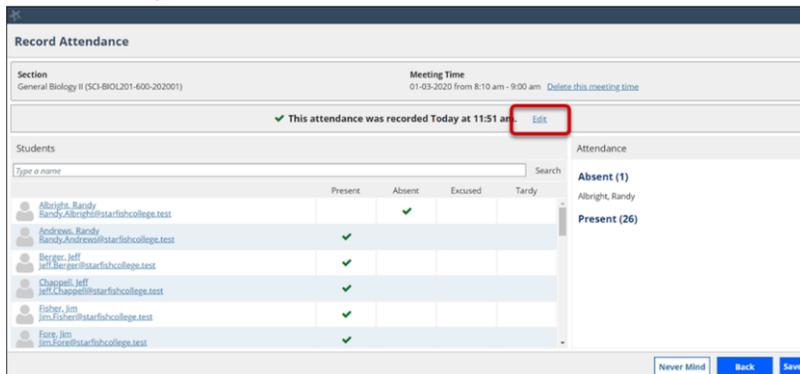
4. Click the **Record Attendance** button
5. A window will pop up
  - a. Under the **Section** drop-down, select the course section you wish to record attendance
  - b. *If you have meeting times set-up:*
    - i. Under **Meeting Time**, select the meeting time for the section
  - c. *If you DO NOT have meeting times set-up:*
    - i. Under **Meeting Time**, click **“Set up meeting times now”**
    - ii. Input the days & times the course meets
    - iii. Click **Submit**
    - iv. Follow the steps from “B”
  - d. Click **Next**
6. After clicking **Next**, your course roster will display
7. By default, all students are marked as present. Using the buttons (**Present, Absent, Excused, Tardy**), mark the students appropriately
8. Click **Save**

## Edit Previously Recorded Attendance

1. From the **Attendance** tab (on the **Students** page), select **Record Attendance**.
2. A window will pop up.



- a. Under the **Section** drop-down, select the recorded meeting time
  - b. Select **Next**
3. After clicking next, select **Edit**.



4. Make the appropriate changes then click **Save**.