How to record Attendance

If you encounter any issues, please contact your departmental Starfish representative, or raise an ASK request (in the system selection choose ‘Starfish’). For the staff Starfish guide, please see here.

1) Firstly, you will need to log in to Starfish, and then you either click on the ‘Record Attendance’ button on the top of your ‘Home’ page...
2) ...or you can go via the ‘Students’ menu (1) > ‘Attendance’ tab > click the ‘Record Attendance’ button (3):
3) You then have to select the tutorial group you want from the ‘Section’ drop-down menu (1). If you haven’t set a meeting time, you will need to add one by clicking on the ‘Set up meeting times now’ link (2):

4) If your group meets at regular times and dates, you can setup a ‘Schedule’ (1). If not, then you can select a ‘Single meeting time’ (2):
Tip: You can add more than one schedules per tutorial group, by clicking on the ‘+ Schedule’ button (3). To delete a schedule you can click on the X (❌) button which is on the right-hand side.

The only thing a ‘Schedule’ will do is to populate the ‘Meeting Time’ drop-down with a list of dates you can select from (see below).

5) If you have already setup a schedule or a single meeting time, then you can just select the ‘Meeting time’ you want from the drop-down:
Tip: Please note the ‘Recorded’ icon next to a saved session. By selecting this session you can edit that attendance record.
6) You can then select the appropriate attendance option next to each student’s name (1), and submit the attendance record by clicking ‘Save’ (2):

**Tip:** You can use the buttons on the right-hand side of the screen to quickly clear any selections you have made.
7) Your attendance is now recorded and should appear below each student’s name:

Tip: At 3/6/10/15/20/25 Absences in an Academic Year an automatic flag is raised which sends a notification to both the student and their tutor. A student’s attendance is also visible to them when they login to Starfish.
8) To amend any schedules you have created, you need to filter on the correct tutorial group. To do this, you first need to change the top filter to ‘Active’ (1) (so that you only see the current academic year groups), then select the group you want to amend (2), and finally click on the ‘Class Schedule’ button (3):

Tip: The same filters can also be used to filter on the list of students that are displayed in the centre of the screen. If you prefer this information in an Excel format, then you can click on the ‘Attendance Report’ button.