Taking Attendance in Starfish

To help you meet your requirement to record attendance in your course(s), The New School asks that you take attendance for onsite and online courses in Starfish. This software aids in University efforts to identify attendance issues early and intervene before the behavior becomes habituated. In addition, as an institution that receives federal aid, the Department of Education (DOE) requires The New School to accurately report on students’ last date of attendance for federal aid recipients in a timely manner in order to determine students’ federal aid refunds.

Starfish is a quick and easy tool to help faculty meet their requirement to record attendance.

Here is an introduction to Starfish:

- Starfish may be accessed directly through MyNewSchool - no separate login is needed
- Starfish includes the Student ID photo so you can easily identify the student
- Taking attendance in Starfish is quick. Starfish defaults attendance to present, only select on the students who were absent or tardy
- Students can see the exact dates they have been marked as absent or tardy for your course in their Starfish account
- Students and academic advisors are sent automatic notifications if students have been marked as missing two or more classes. This does not require action from the faculty beyond entering attendance in the first place.

Here is a quick instructional video on how to take attendance in Starfish:

https://www.youtube.com/watch?v=QO2QlFPVT8U&index=1&list=PLrISg2rzQL5bIWqr07FVdPbOZ_Gir_HCx

Quick Start Instructions

1. Access Starfish through the slider in MyNewSchool
2. Click "Record Attendance" button in the middle of the home screen
3. Pick the class & meeting time from the drop-down menus
4. Mark the attendance statuses for students in each session and click save

Other Starfish resources for faculty, may be found here:

http://www.newsponed.edu/provost/student-success-network-starfish/