



Starfish - Faculty Instructions

Attendance Roster Verification



For purposes of the Federal Pell Grant Program, the Department of Education requires that an institution of higher education have a procedure in place to track whether a student is attending class(es).

The Office of Student Financial Services (OSFS) is now utilizing the Starfish Portal to report attendance. **All faculty (Full-time, Adjunct, and Lecturers, with the exception of Dual Credit Faculty) should use Starfish to report attendance during the first two weeks of the semester.** This information will be used by OSFS to adjust and/or cancel student's Federal Pell Grant and/or drop students awarded federal aid, if they have not attended their class(es), at least, once before census day.

At the beginning of the semester, faculty will receive an email from Starfish announcing the upcoming Attendance Roster Verification. Once OSFS has launched the Attendance Roster Verification, you may begin verifying attendance and submit your rosters. After the launch of the Attendance Roster Verification, faculty will receive two deadline reminders. Please note that all Attendance Roster Verifications will close on the deadline specified in the notification.

Note: For all students reported as not attending on week one, you will have an opportunity to clear their "Financial Aid Not Attended" flag during week two, before Census Day. This will allow OSFS to clear any Financial Aid holds and release final refunds to the students that have begun attending class.

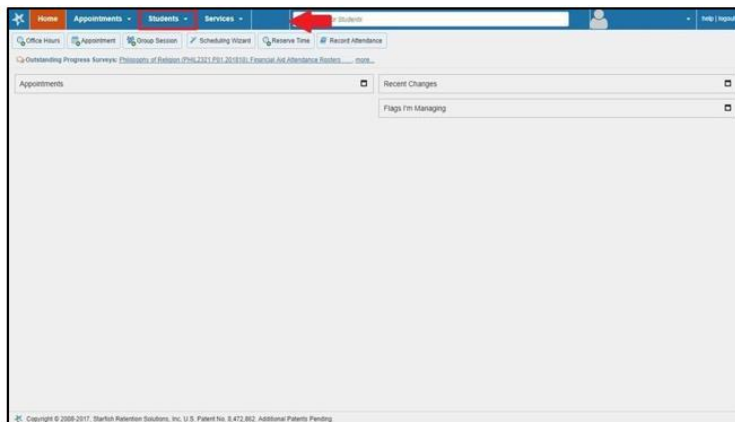
The following instructions were developed to help faculty with the Attendance Roster Verification.

Note: Each faculty must verify that they have an active and updated Starfish account; otherwise, faculty will not be able to submit the Attendance Roster Verification. If you do not know how or have not set up your Starfish profile, please refer the "Setting Up Your Profile for Faculty" instructions available on the Academic Affairs webpage.

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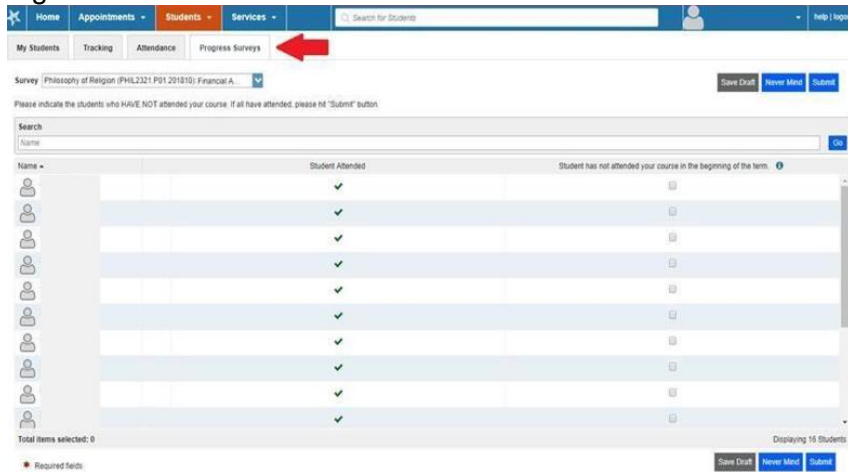
Step 1: Log on to your Starfish Portal and click on the "Students" button on the top-left hand side. Refer to Figure 1 below.

Figure 1.



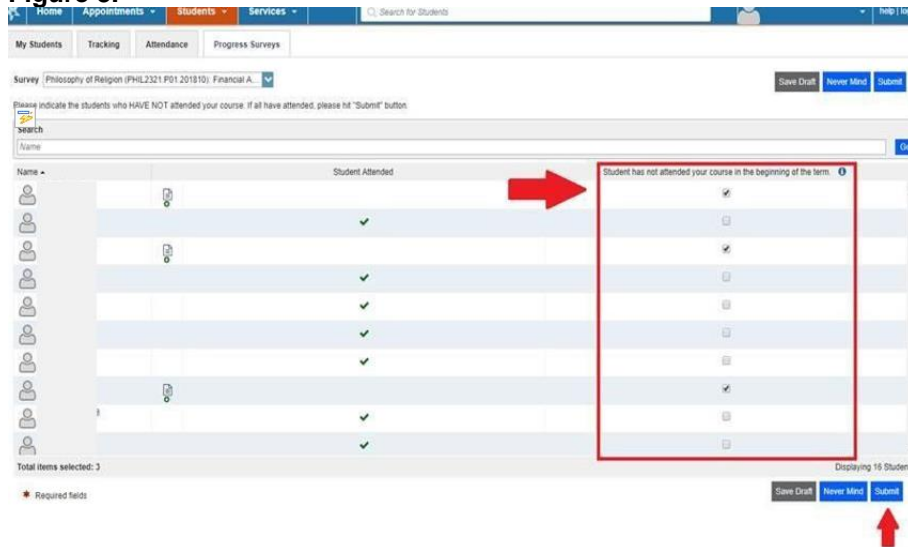
Step 2: Click on the “Progress Surveys” tab and select the course to start the Attendance Roster Verification. Refer to Figure 2 below.

Figure 2.



Step 3: A list of your students should appear. Place a check in the boxes only for those students who have not attended your class, refer to Figure 3 below, and click on the “Submit” button at the lower right corner of your screen.

Figure 3.



Step 4: Once you click “Submit”, a new window will appear to confirm the Attendance Roster Verification has been submitted. Click “Yes” to confirm and a new message will appear stating that surveys are complete. Refer to Figures 4 and 5 below.

Figure 4.

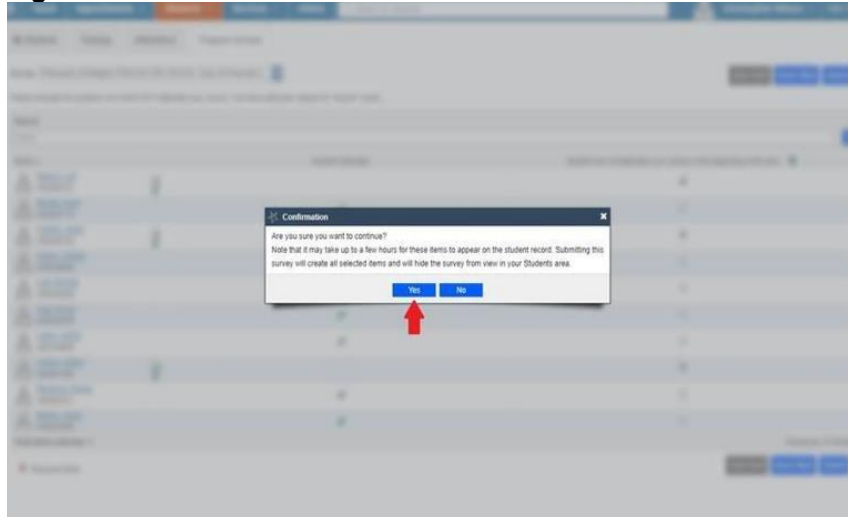
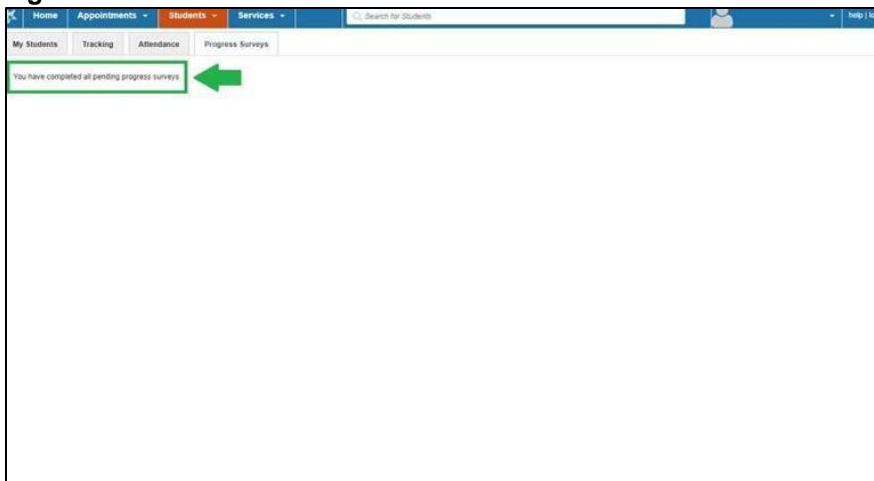


Figure 5.



Note: Steps 2 to 4 will need to be repeated for each course you are teaching.

For additional questions, please contact:
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