

Starfish - Faculty Guide

Dual Credit Attendance Verification

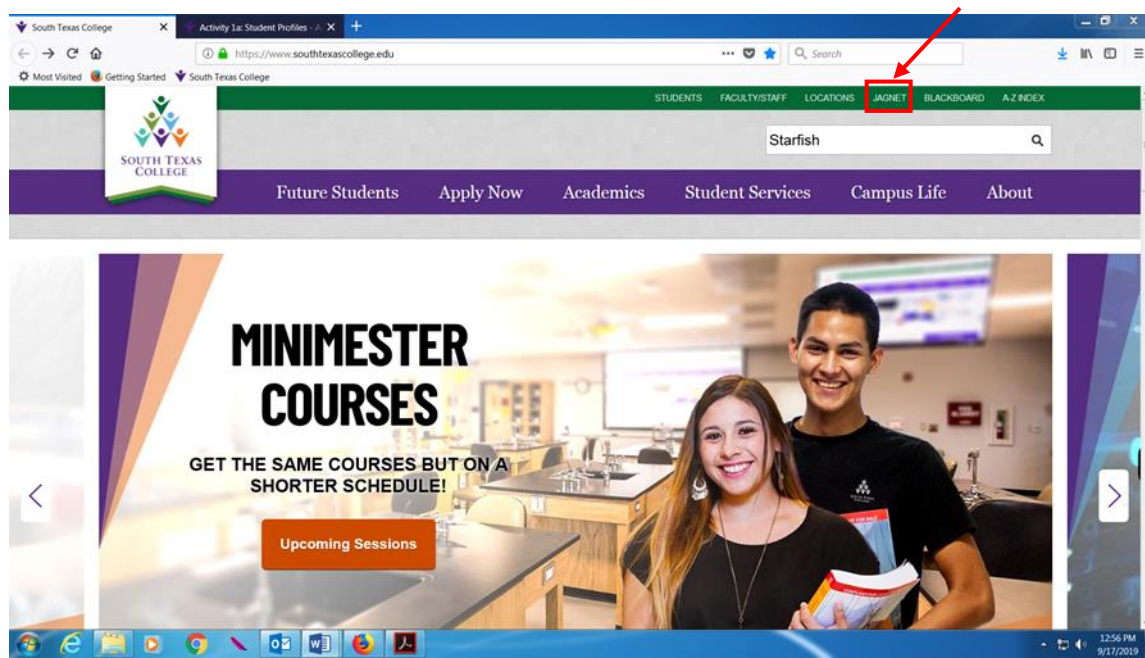
For accountability purposes, this summer all Faculty teaching **Dual Credit / “S” Section courses** will be required to take Attendance to track whether a student is attending classes.

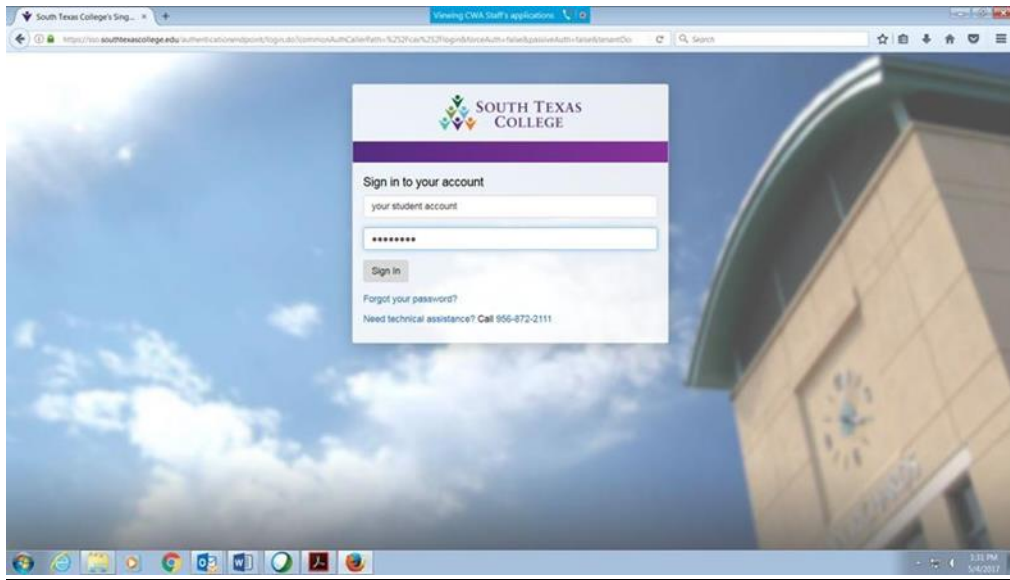
Faculty should use STARFISH to report attendance before census day. This information will be used by the Dual Credit Programs Department to ensure students are attending classes.

At the beginning of the semester, Faculty will receive an email from STARFISH announcing the upcoming survey; at that point, please make time to verify you have an active STARFISH account; otherwise, you will not be able to submit your Attendance verification. Once the Dual Credit Programs Department has launched the survey rosters, you may begin verifying attendance and submit your rosters. After the launch of the survey rosters, you will receive a deadline reminder. Please note survey rosters will close on the deadline specified in the notification.

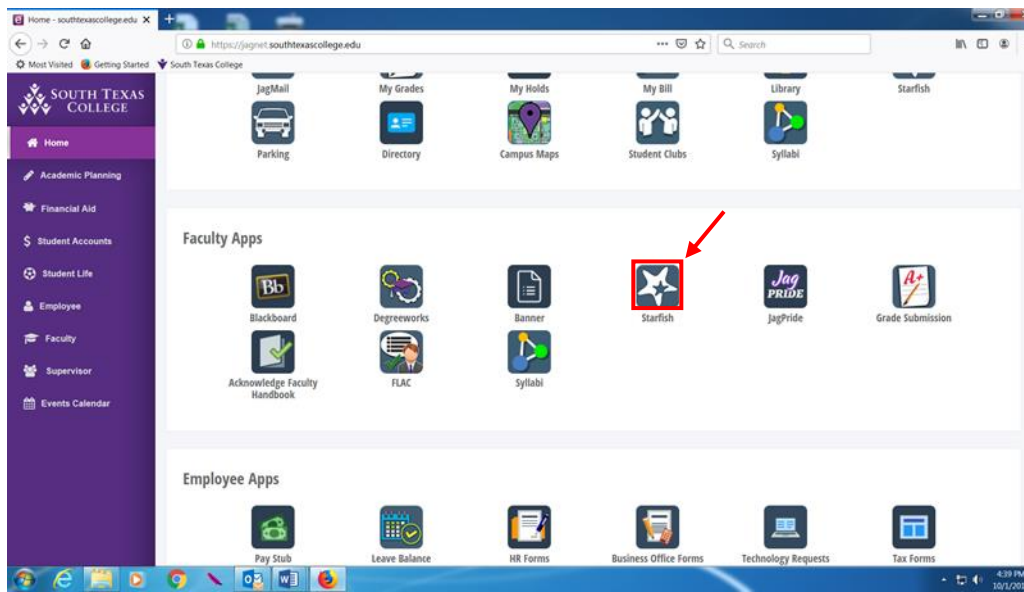
Faculty will have an opportunity to clear flags for students reported as not attending during week two and who have since started attending. This will allow Dual Credit Programs staff to clear any holds for students that have begun attending class. The following instructions will assist in guiding you through the Attendance Verification process:

Step One: Click on JagNet on the top of the South Texas College webpage (www.southtexascollege.edu), and log-in using your username and password.

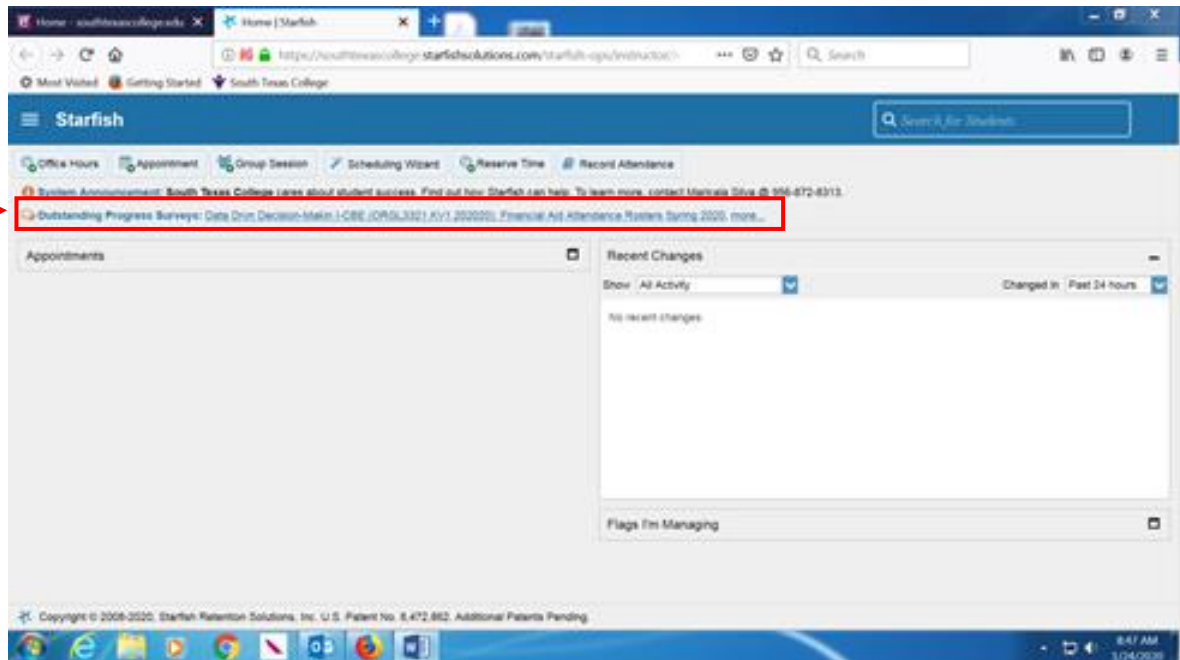




Step Two: Once you have logged on to JagNet, scroll down to the Faculty Apps, and click on the Starfish icon. You will be redirected to Starfish.

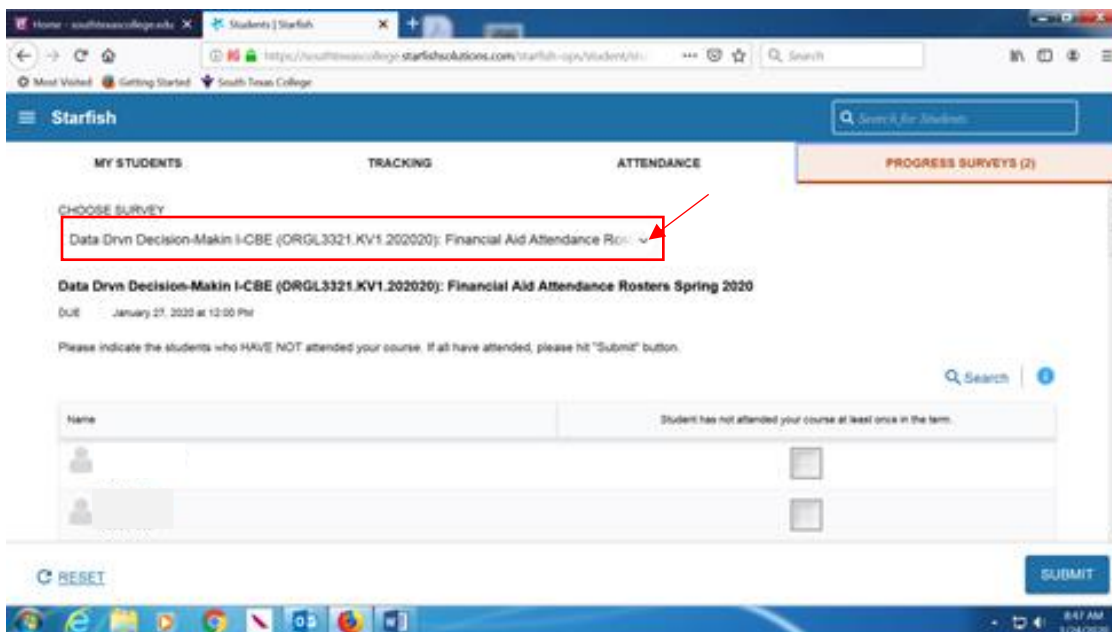


Step Three: The following window should appear. You will notice a prompt at the top of the page similar to the one here: “Outstanding Progress Survey” link. Please click on that, and you will be redirected to your Progress Survey page.

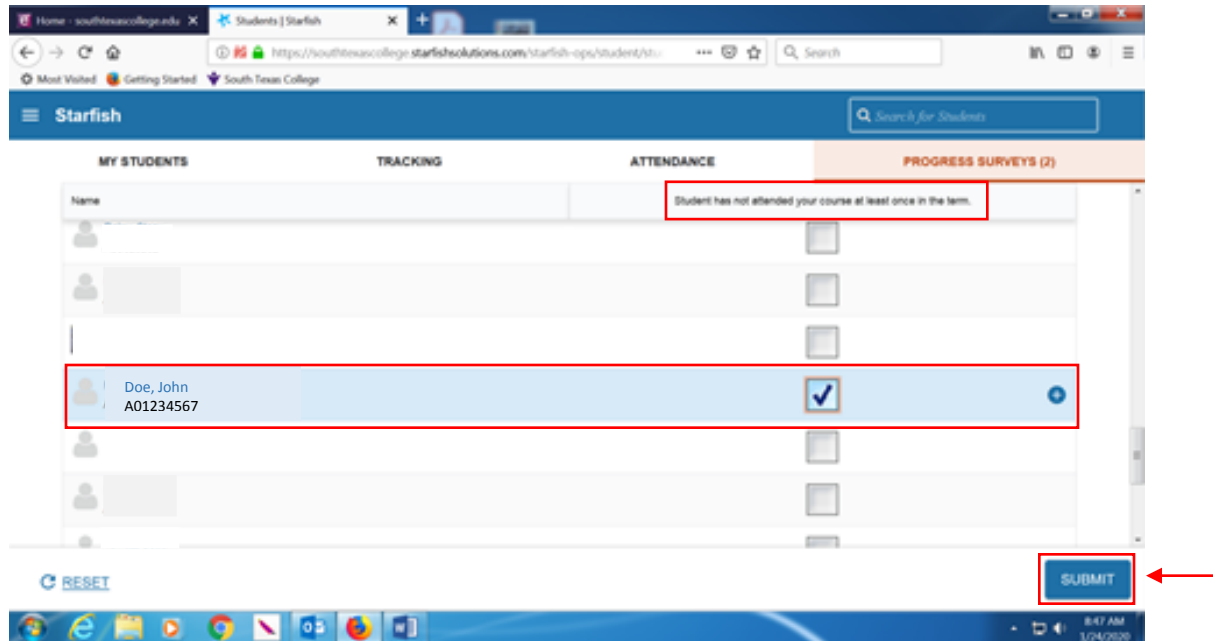


Step Four: Your survey should appear (see example below).

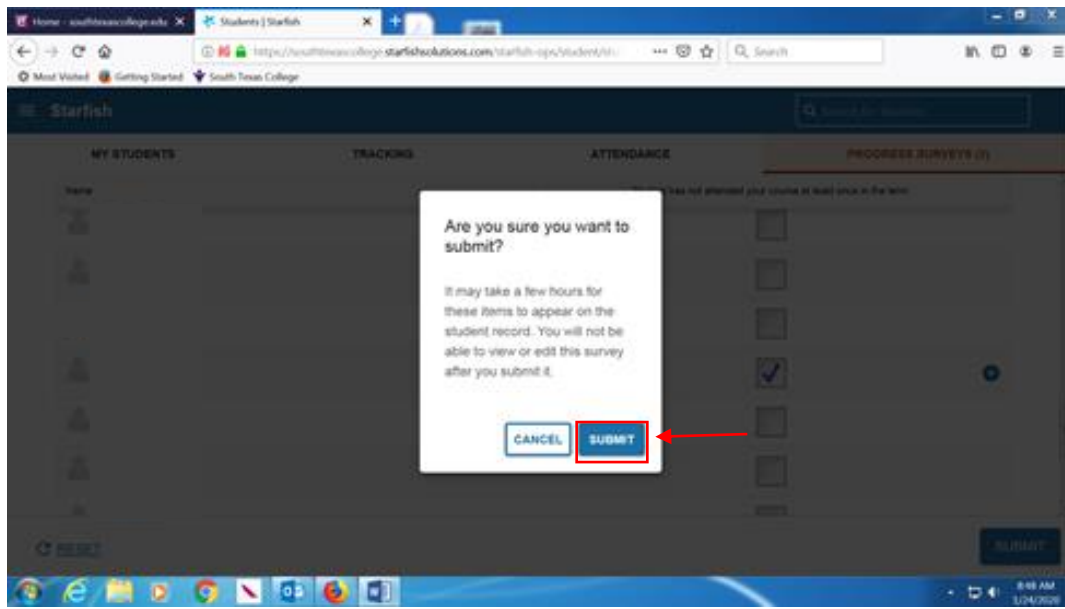
NOTE: If you are teaching more than one course, you will need to select the course you are submitting attendance for, by clicking on the drop down arrow:



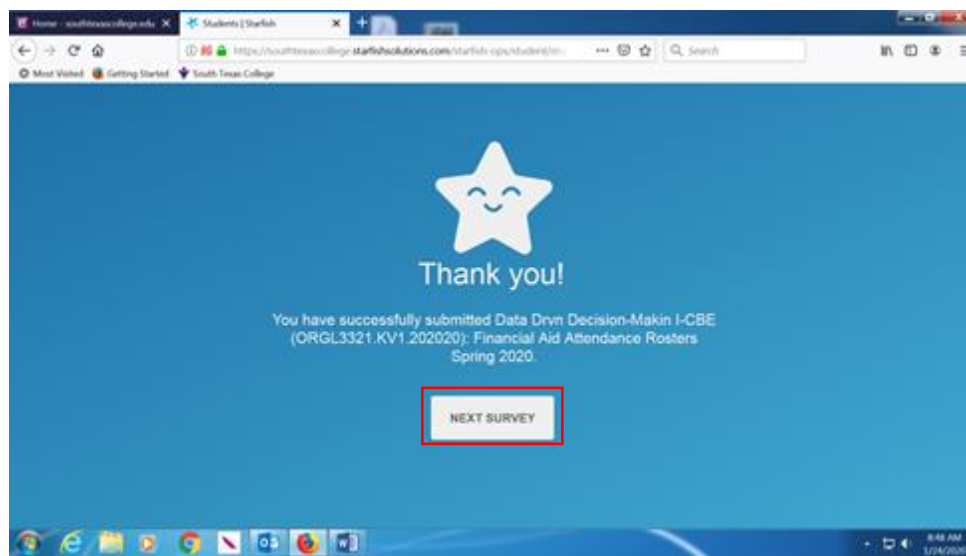
Step Five: Please review and place a check next to **ONLY** the students who have **not** attended class during the first week. Once you have flagged the students who have not attended, click the “Submit” button at the bottom right hand corner.



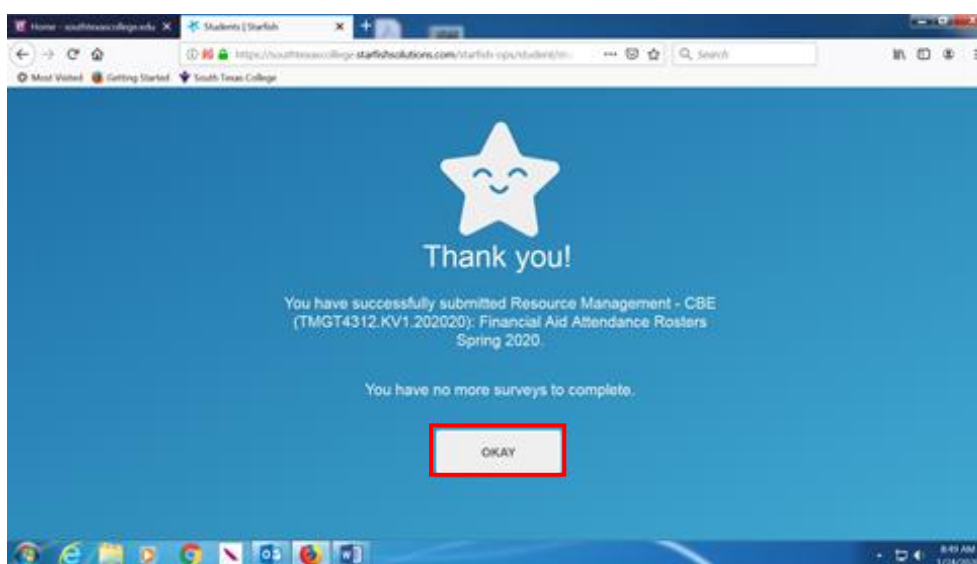
Step Six: Once you click “Submit”, you will get the following notification. Please click “Submit” again.



NOTE: If you are teaching multiple courses, you will need to submit surveys for each of the classes you are teaching. If this is the case, you will receive the following notification, please click on “Next Survey” and repeat Steps 3-6:



If you are not required to submit any additional surveys, or once you have completed the surveys for all the classes you are teaching, you will receive the following notification, click on “Okay” to complete:



If you have no more surveys, you will get the following final notification indicating you have completed your surveys:

