

Starfish – Faculty Guide

Dual Credit Attendance Verification

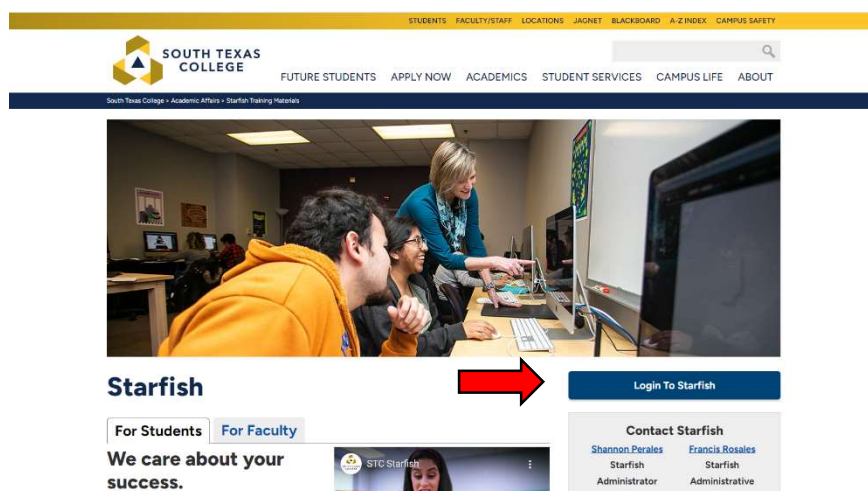
For accountability purposes, all Faculty teaching **Dual Credit / “S” Section courses** will be required to take Attendance to track whether a student is attending classes.

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 roster. 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.

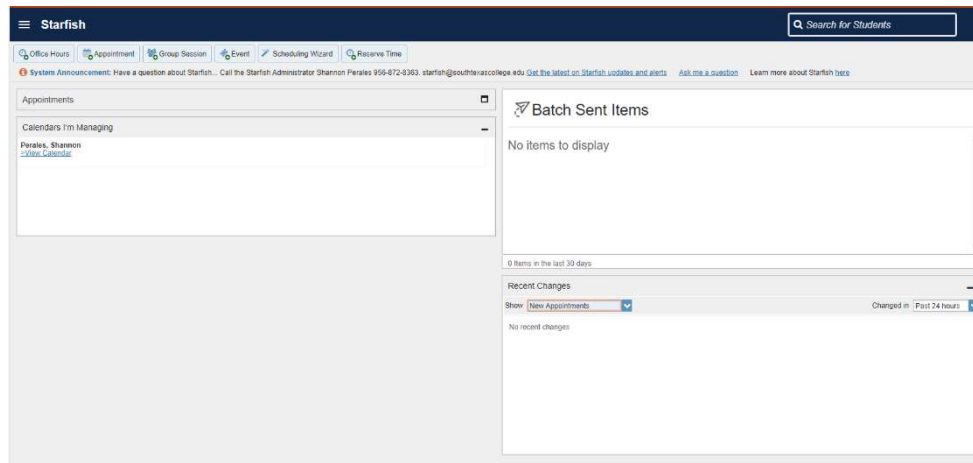
Faculty will have an opportunity to clear flags for students reported as not attending during week two and who have since started attending. This will allow Dual Credit Programs staff to clear any holds for students who have begun attending class. The following instructions will assist in guiding you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

Step one: Visit the Starfish website at <https://academicaffairs.southtexascollege.edu/starfish/> and click on the blue login button. A login screen will pop up and add your STC credentials

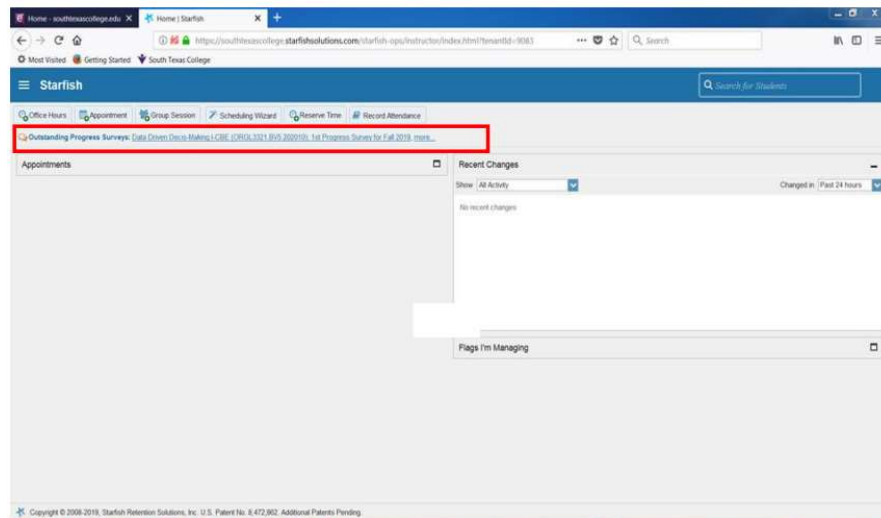


The screenshot shows the South Texas College website. At the top, there is a navigation bar with links: STUDENTS, FACULTY/STAFF, LOCATIONS, JAGNET, BLACKBOARD, A-Z INDEX, and CAMPUS SAFETY. Below this is the South Texas College logo and a search bar. A secondary navigation bar contains links: FUTURE STUDENTS, APPLY NOW, ACADEMICS, STUDENT SERVICES, CAMPUS LIFE, and ABOUT. The main content area features a large image of students in a classroom. Below the image, the word "Starfish" is displayed. To the right of "Starfish" is a red arrow pointing to a blue button labeled "Login To Starfish". Below "Starfish" are two tabs: "For Students" and "For Faculty". Below the "For Faculty" tab is a small video player showing a woman. To the right of the video player is a "Contact Starfish" section with contact information for Shannon Perales and Francis Rosales, both Starfish Administrators.

Step two: Your Starfish home page should appear (see below for an example).

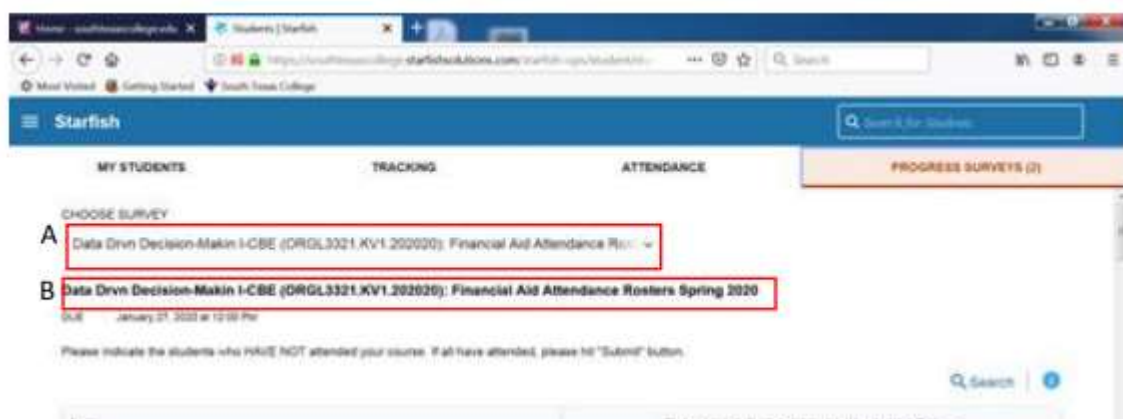


Step three: The following page should appear. Please click the link to access your Progress Survey.

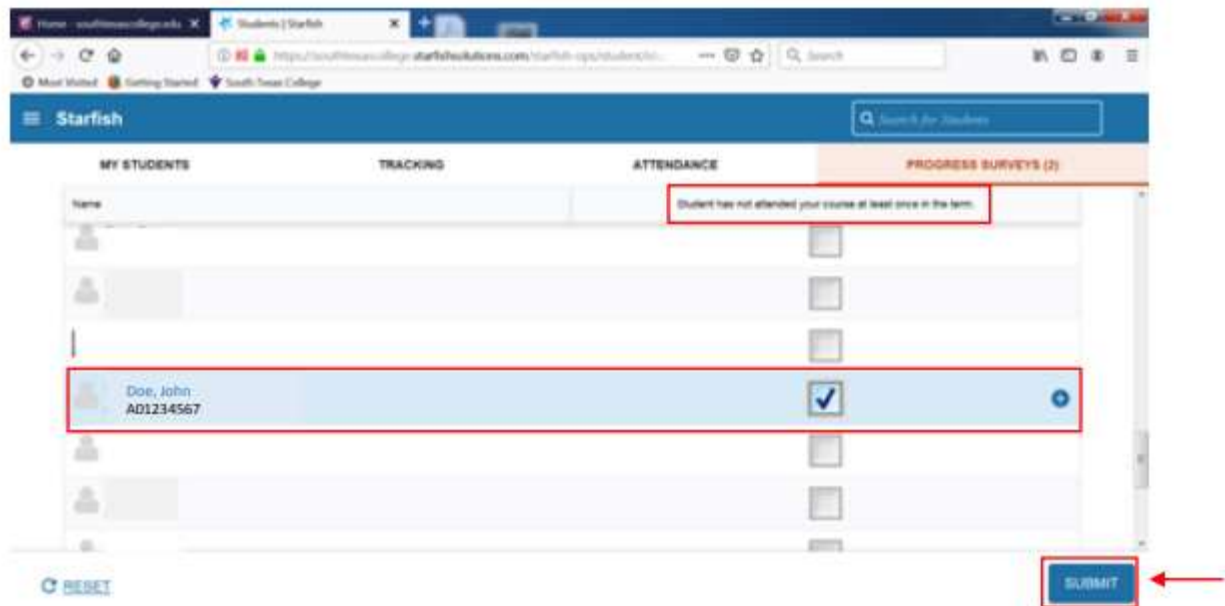


NOTE: If you do not have a link to the survey, you do not need to submit one.

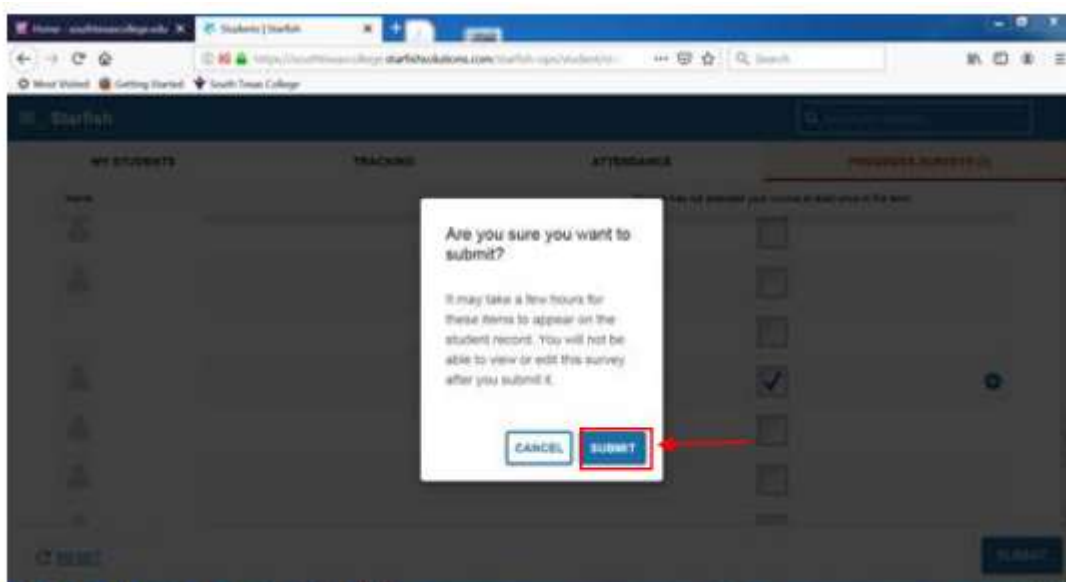
Step four: Your survey should appear (see example below). If you are teaching more than one course, you can choose which survey you want to submit first by clicking on the down arrow (A) or you can submit the survey for the course currently being shown (B):



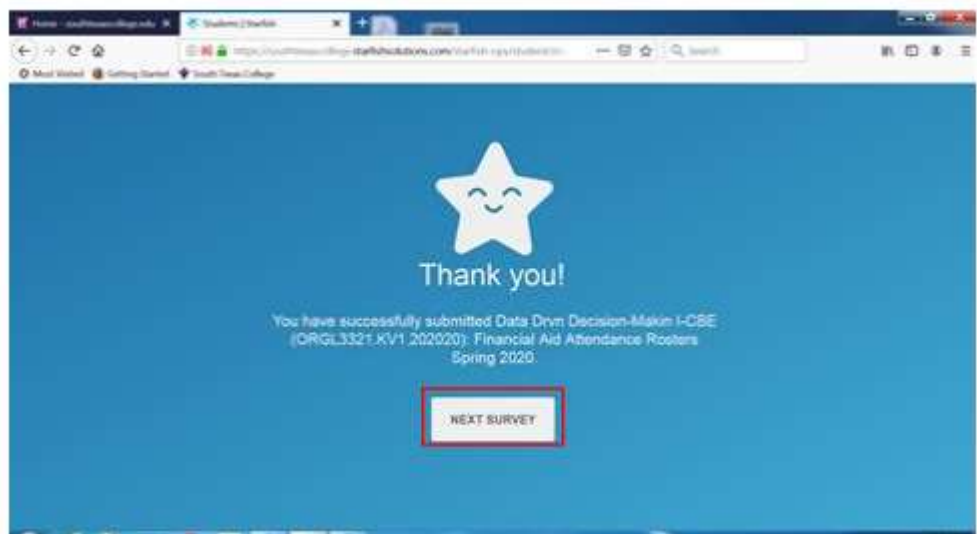
Step five: Please review and place a check next to **ONLY** the students who have **not** attended class during the first week. Once you have flagged all the students who have not attended, click on the “Submit” button at the bottom right-hand corner.



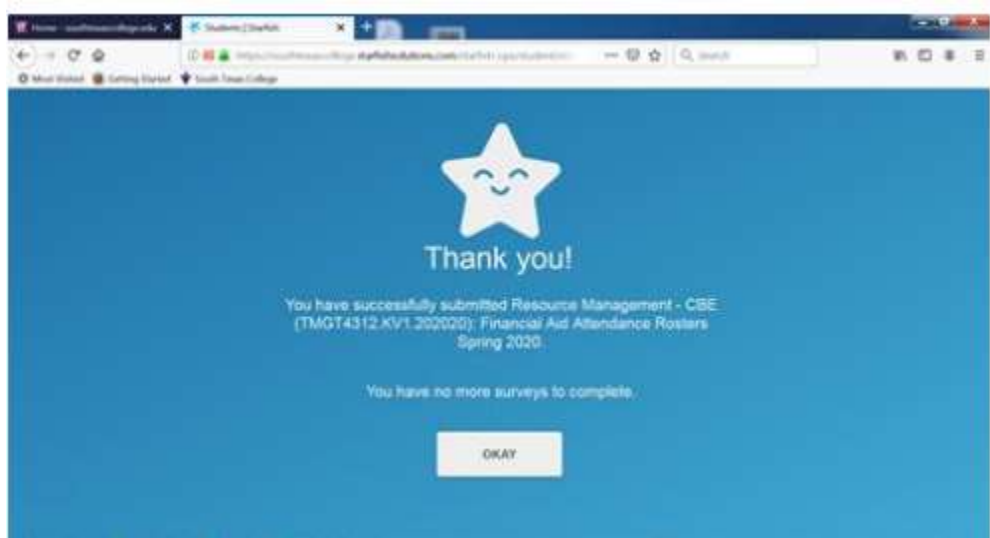
Step six: Once you click on “Submit”, you will get the following notification. Please click “Submit” again.



NOTE: If you are teaching multiple courses, you may be required to submit additional surveys. If this is the case, you will receive the following notification, please click on “Next Survey” and repeat the steps.



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



The final notification will appear letting you know that you have completed your surveys:



Shannon Perales

Starfish Administrator



We're here to help, reach out to Starfish today!

Email: starfish@southtexascollege.edu

Phone: (956)872-8363

