STARFISH
student success platform

COMPLETE ATTENDANCE VERIFICATON IN STARFISH

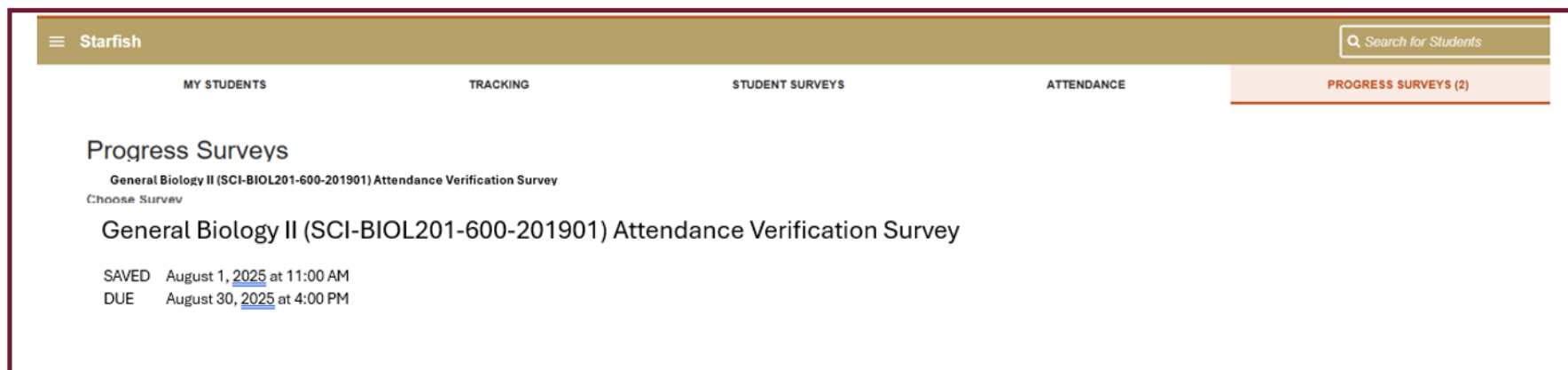Click on the [K YOU] Button on main Kutztown University Webpage and select the Starfish icon [STARFISH]

Select the menu options button [≡ Starfish] in the top-left corner of the screen, then select "Students".

Next, click on the "Progress Survey" tab in top-right corner of screen

≡ Starfish   Q Search for Students

MY STUDENTS   TRACKING   STUDENT SURVEYS   ATTENDANCE   PROGRESS SURVEYS (2)

Progress Surveys

General Biology II (SCI-BIOL201-600-201901) Attendance Verification Survey
Choose Survey

General Biology II (SCI-BIOL201-600-201901) Attendance Verification Survey

SAVED   August 1, 2025 at 11:00 AM
DUE   August 30, 2025 at 4:00 PM

In the top-left corner of the screen:
a. Displays the title and the number of items included in the survey.
b. Displays the date and time the survey was auto saved.
c. Displays the due date for the survey.
d. Displays the description of the survey.
e. To search for a specific student for the survey, select **Search** and enter the student's name, then select **Search**.
f. Select **RESET** to clear ALL of the work you've done so far and start over.

Completing the Survey:

1. Place a checkmark in the appropriate box for each student. It is necessary to check a box for every student.
   a. **Attendance- Verified**: Use this flag to verify a student is **attending** or participating in the course.
   b. **Attendance-Never Attended:** Use this flag when a student has **NEVER attended** or participated in any course activity.
   c. Students receive attendance status via email.

2. As you are completing the survey, Starfish saves your work as long as you are connected to the internet. If you need to check when your work was saved last, refer to the **Saved** date at the top of the survey.

3. When you have finished providing feedback, select **Submit** to complete the survey. You will be unable to re-access the survey once submitted.

Caution: Selecting Submit submits all progress surveys for all students in the entire class section.

Place a checkmark in the appropriate box for each student. It is necessary to check a box for every student. Attendance- Verified: Use this flag to verify a student is attending or participating in the course Never Attended: Use this flag when a student has NEVER attended or participated in any course activity. Students receive attendance status via email. Message templates can be viewed in Starfish D2L. NOTE: The survey autosaves in case you need to step away or finish at another time. IMPORTANT: Once you hit SUBMIT the survey
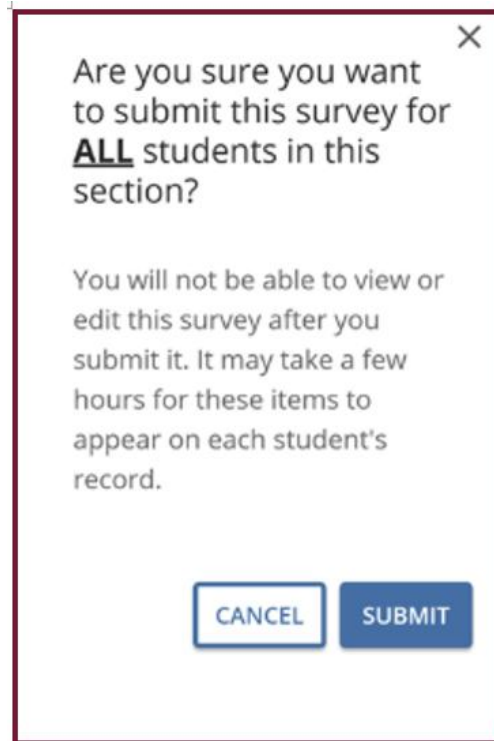
Q Search | ⓘ

Name		nce-Verified	Attendance - Never Attended
Smith, John P11111111		☐	✓
Jones, Ann P22222222		✓	☐
Avalanche P33333333		✓	☐

C RESET
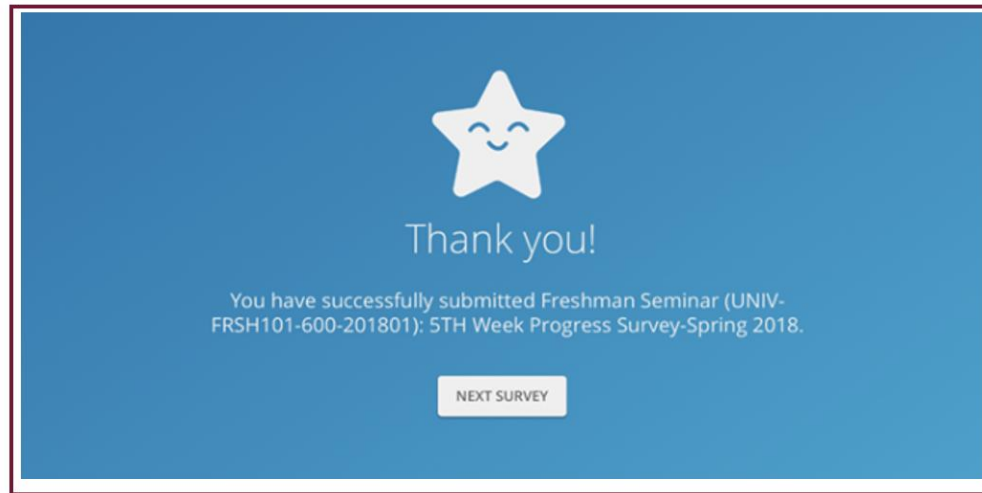
SUBMIT

4. When you select Submit, a warning message displays **"Are you sure you want to submit this survey for ALL student in this section?**

Are you sure you want to submit this survey for **ALL** students in this section?

You will not be able to view or edit this survey after you submit it. It may take a few hours for these items to appear on each student's record.

CANCEL   SUBMIT

Caution: You will not be able to view or edit this survey after you submit it. It may take a few hours for these items to appear on each student's record.

5. A confirmation message displays indicating you have successfully submitted the survey. If you have additional surveys to complete, you will be prompted to proceed to the next survey.

If you have submitted all of your surveys, a "thumbs up" confirmation displays, instead, and the Progress Surveys tab will indicate that you have no active surveys.
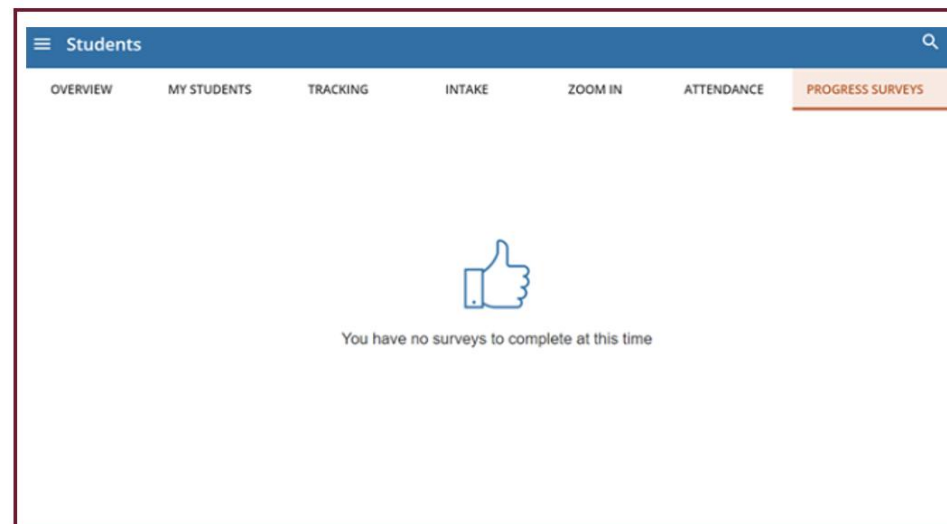
Questions or assistance, please contact Starfish at starfish@kutztown.edu or 610-683-4106.