



How to Submit the Attendance Verification Progress Survey in Starfish

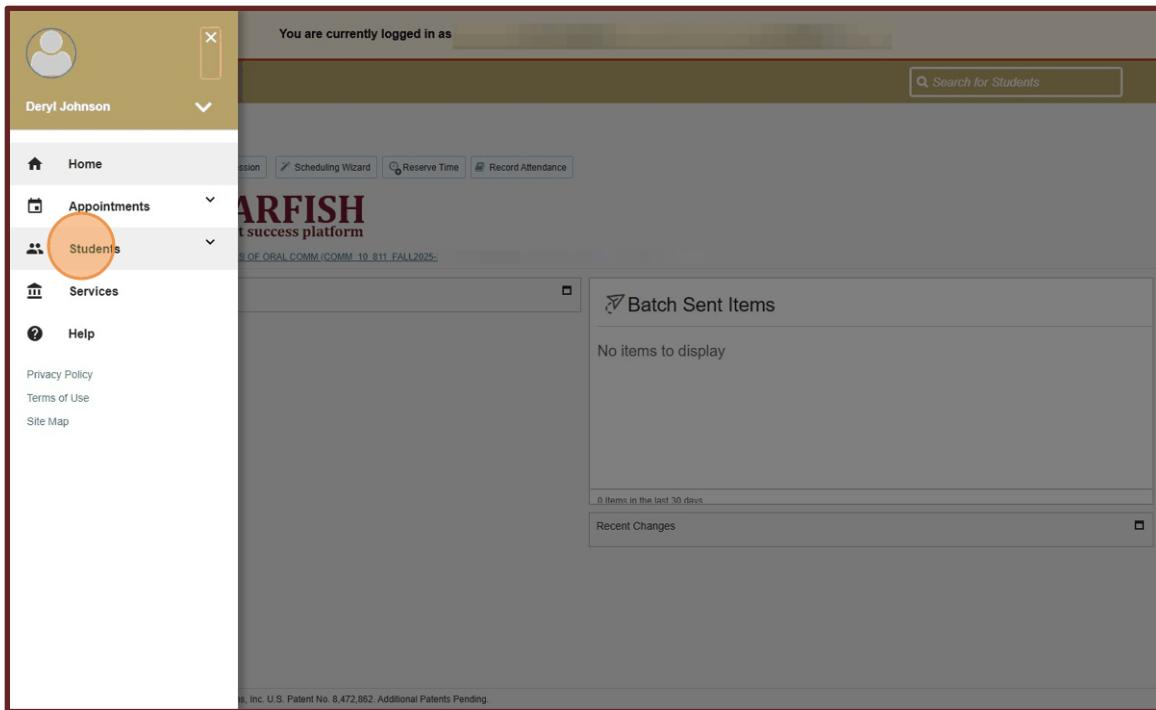
1. Navigate to Starfish

A screenshot of the Starfish student success platform dashboard. At the top, there is a navigation bar with a 'Starfish' logo, a 'Search for Students' input field, and a 'Logout' button. Below the navigation bar, the word 'Dashboard' is displayed. A horizontal menu bar contains links for 'Office Hours', 'Appointment', 'Group Session', 'Scheduling Wizard', 'Reserve Time', and 'Record Attendance'. A 'System Announcement' box is present, stating 'Outstanding Progress Surveys: FUNDAMENTALS OF ORAL COMM (COMM 10 811 FALL2025)'. The main content area is divided into sections: 'Appointments' (empty), 'Batch Sent Items' (empty, with a note '0 items in the last 30 days'), and 'Recent Changes' (empty). The entire screenshot is framed by a thick brown border.

2. Click on the hamburger "menu" in top left-corner of the screen

A screenshot of the Starfish student success platform dashboard, identical to the one above but with a key difference: a small orange circular icon with a white outline and a white 'M' inside is visible in the top-left corner of the main content area, indicating the location of the hamburger menu. The rest of the interface, including the navigation bar, menu bar, and main sections, is the same as the first screenshot. The entire screenshot is framed by a thick brown border.

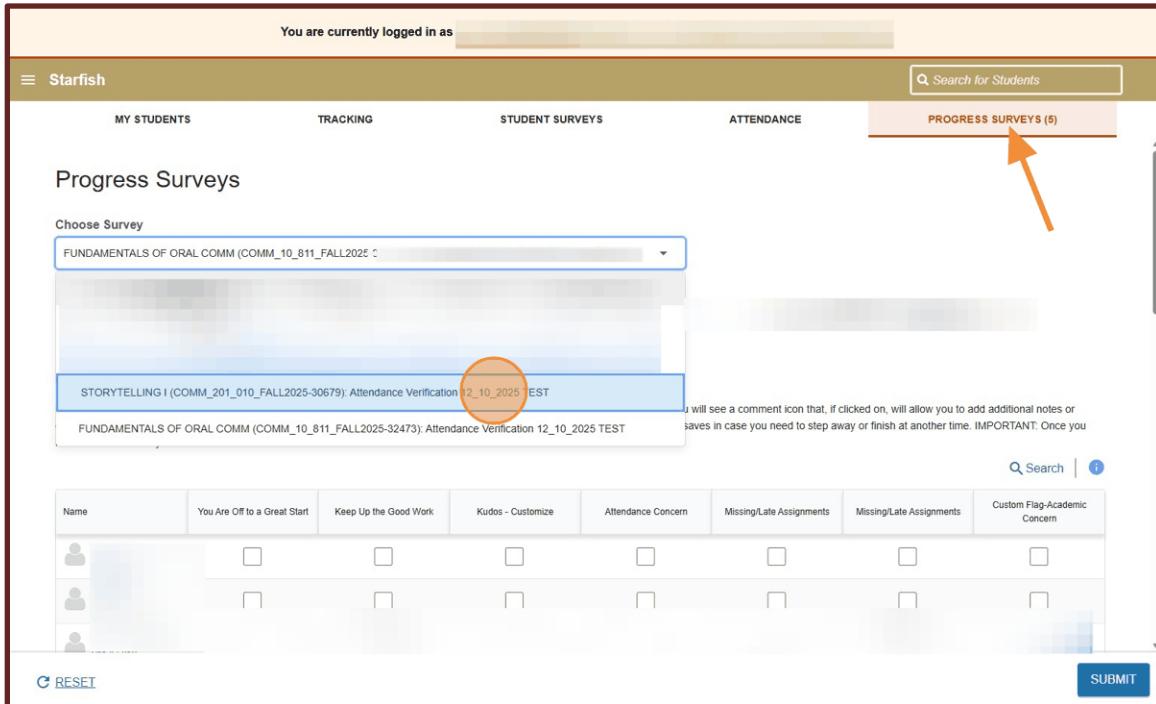
3. Select "Students"



The screenshot shows the Starfish platform interface. On the left, a sidebar menu is open with the following options: Home, Appointments, Students (which is highlighted with an orange circle), Services, and Help. Below the menu are links to Privacy Policy, Terms of Use, and Site Map. The main content area is titled "ARFISH" and "Student success platform". At the top of the main area, there is a search bar labeled "Search for Students". Below the search bar, a section titled "Batch Sent Items" displays the message "No items to display". At the bottom of the main area, there is a "Recent Changes" section. The bottom of the page includes a footer with a patent notice: "e. Inc. U.S. Patent No. 8,472,862. Additional Patents Pending."

4. Select "Progress Surveys" tab in top-right corner of screen

- Displays the title and the number of items included in the survey
- Displays the date and time the survey was auto saved
- Displays the due date for the survey
- Displays the description of the survey



The screenshot shows the "Progress Surveys" page. At the top, there is a navigation bar with tabs: MY STUDENTS, TRACKING, STUDENT SURVEYS, ATTENDANCE, and PROGRESS SURVEYS (5), which is highlighted with an orange arrow. Below the tabs, the page title "Progress Surveys" is displayed. A "Choose Survey" dropdown menu is open, showing "FUNDAMENTALS OF ORAL COMM (COMM_10_811_FALL2025 C)". Below the dropdown, a list of surveys is shown, with the first item "STORYTELLING I (COMM_201_010_FALL2025-30679): Attendance Verification 12_10_2025 TEST" highlighted with an orange circle. At the bottom of the page, there is a table with columns: Name, You Are Off to a Great Start, Keep Up the Good Work, Kudos - Customize, Attendance Concern, Missing/Late Assignments, Missing/Late Assignments, and Custom Flag-Academic Concern. The table contains three student entries. At the very bottom, there are "RESET" and "SUBMIT" buttons.

5. To search for a specific student, select "Search"

You are currently logged in as [REDACTED]

Starfish

MY STUDENTS TRACKING STUDENT SURVEYS ATTENDANCE PROGRESS SURVEYS (5)

Progress Surveys

Choose Survey

STORYTELLING I (COMM_201_010_FALL2025) Attendance Verification

DUE December 12, 2025 at 4:00 PM

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. Stopped Attending: Use this flag when a student has stopped attending. Last day of attendance is required in format mm/dd/yyyy. Once you place a checkmark in the box, you will see a comment icon to click on and then the last date of attendance can be entered in FORMAT mm/dd/yyyy. Students receive attendance status via email. Message More

Name Attendance-Verified Attendance - Never Attended

	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

RESET SUBMIT

6. Type student's name in the box and press "Enter"

You are currently logged in as [REDACTED]

Starfish

MY STUDENTS TRACKING STUDENT SURVEYS ATTENDANCE PROGRESS SURVEYS (5)

Progress Surveys

Choose Survey

STORYTELLING I (COMM_201_010_FALL2025) Attendance Verification

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Name

Smith, John

SEARCH

Name Attendance-Verified Attendance - Never Attended

	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

RESET SUBMIT

7. To return to the complete list of students in the course, click on the "X"

You are currently logged in as

≡ **Starfish** Search for Students

[MY STUDENTS](#)
[TRACKING](#)
[STUDENT SURVEYS](#)
[ATTENDANCE](#)
PROGRESS SURVEYS (5)

Progress Surveys

Choose Survey

[STORYTELLING I \(COMM_201_010_FALL2025\)](#) [Attendance Verification](#) ▼

STORYTELLING I (COMM_201_010_FALL2025) Attendance Verification

DUE December 12, 2025 at 4:00 PM

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Name	Attendance-Verified	Attendance - Never Attended
John Doe	<input type="checkbox"/>	<input type="checkbox"/>

Showing 1 student

[RESET](#)
[SEARCH](#)
[SUBMIT](#)

8. Select the appropriate feedback in the box(boxes) to the right of each student's name

You are currently logged in as

≡ Starfish

MY STUDENTS TRACKING STUDENT SURVEYS ATTENDANCE PROGRESS SURVEYS (5)

Choose Survey

STORYTELLING I (COMM_201_010_FALL2025) Attendance Verification

SAVED December 10, 2025 at 3:29 PM
DUE December 12, 2025 at 4:00 PM

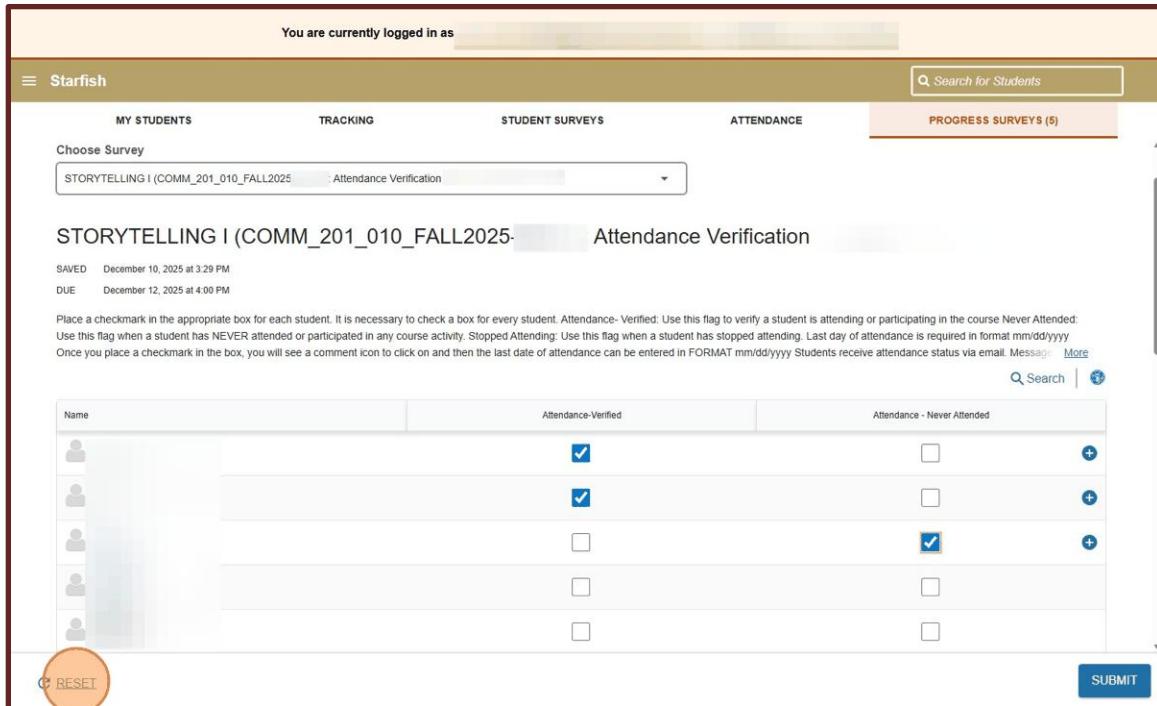
Place a checkmark in the appropriate box for each student. It is necessary to check a box for every student. Attendance- Verified: Use this flag to verify a student is attending or participating in the course Never Attended: Use this flag when a student has NEVER attended or participated in any course activity. Stopped Attending: Use this flag when a student has stopped attending. Last day of attendance is required in format mm/dd/yyyy Once you place a checkmark in the box, you will see a comment icon to click on and then the last date of attendance can be entered in FORMAT mm/dd/yyyy Students receive attendance status via email. Message More

Attendance Verification

Name	Attendance-Verified	Attendance - Never Attended
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

RESET SUBMIT

9. If you want to clear ALL the work you've done so far and start over select "Reset"



You are currently logged in as [REDACTED]

Starfish

MY STUDENTS TRACKING STUDENT SURVEYS ATTENDANCE PROGRESS SURVEYS (5)

Choose Survey

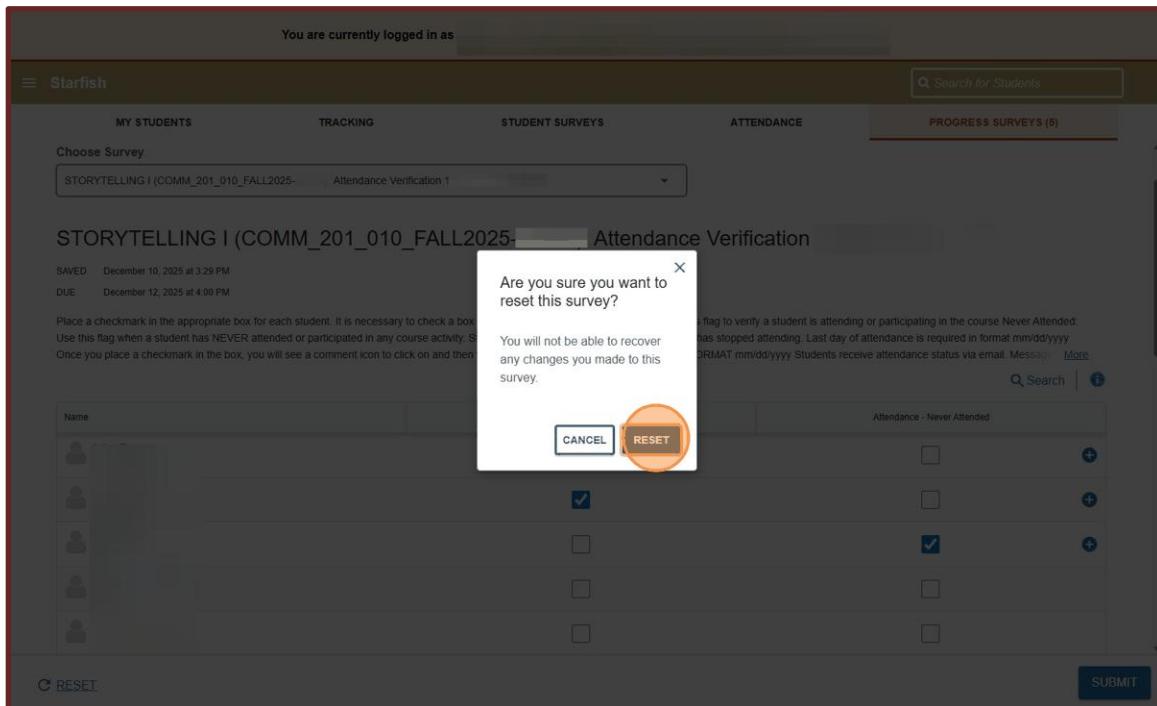
STORYTELLING I (COMM_201_010_FALL2025) Attendance Verification

SAVED December 10, 2025 at 3:29 PM
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Name	Attendance-Verified	Attendance - Never Attended
[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>

10. Click "Reset"



You are currently logged in as [REDACTED]

Starfish

MY STUDENTS TRACKING STUDENT SURVEYS ATTENDANCE PROGRESS SURVEYS (5)

Choose Survey

STORYTELLING I (COMM_201_010_FALL2025) Attendance Verification

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DUE December 12, 2025 at 4:00 PM

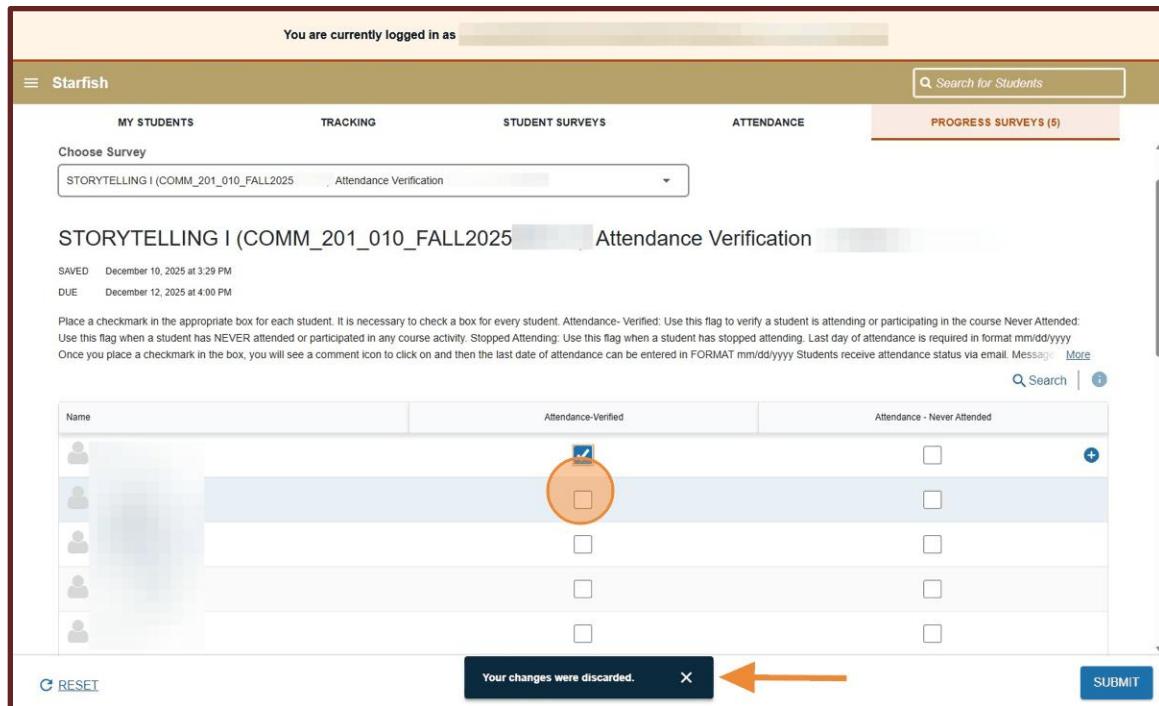
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Are you sure you want to reset this survey?

You will not be able to recover any changes you made to this survey.

Name	Attendance - Never Attended
[REDACTED]	<input type="checkbox"/>

11. A box will appear that your changes were discarded, and you may continue to complete the survey.



You are currently logged in as

Starfish

MY STUDENTS TRACKING STUDENT SURVEYS ATTENDANCE PROGRESS SURVEYS (5)

Choose Survey

STORYTELLING I (COMM_201_010_FALL2025) Attendance Verification

SAVED December 10, 2025 at 3:29 PM
DUE December 12, 2025 at 4:00 PM

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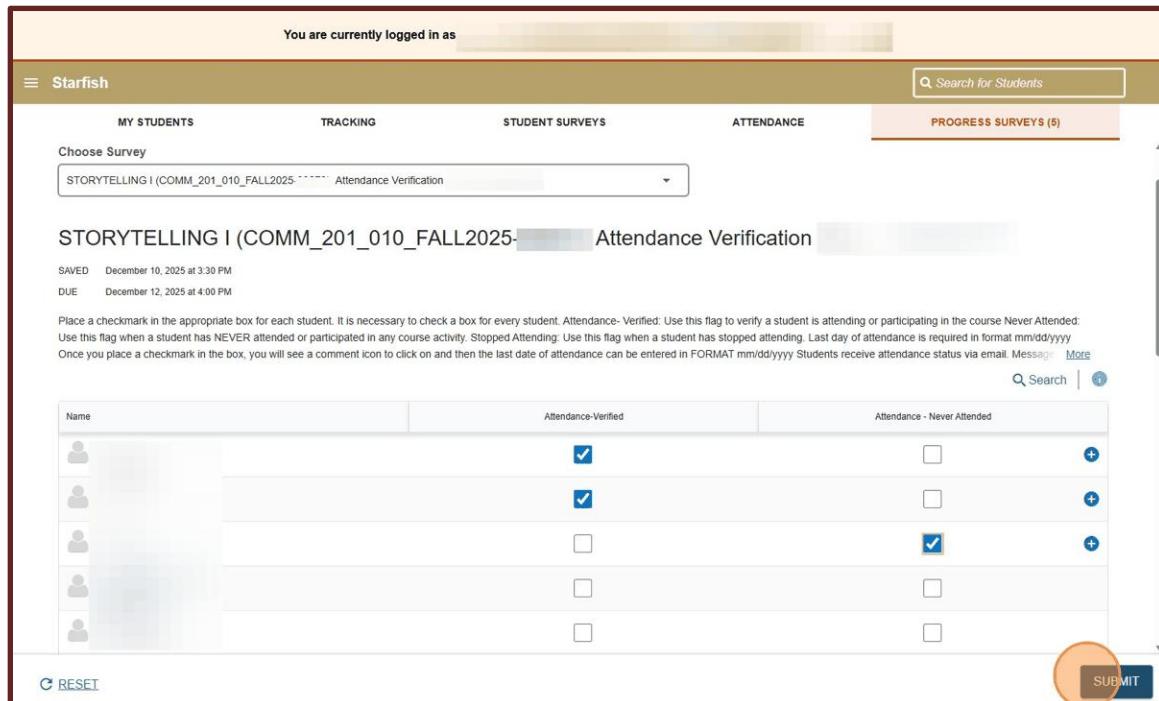
Name	Attendance-Verified	Attendance - Never Attended
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

RESET Your changes were discarded. X SUBMIT

12. Continue to complete the survey by selecting the appropriate feedback in the box(boxes) to the right of each student's name

Please note the survey only displays 25 students per page. If your course roster is larger than 25 students, you must scroll to the bottom of the page and navigate to the next page to provide feedback on all your students.

After you provided feedback for all students, select "Submit"



You are currently logged in as

Starfish

MY STUDENTS TRACKING STUDENT SURVEYS ATTENDANCE PROGRESS SURVEYS (5)

Choose Survey

STORYTELLING I (COMM_201_010_FALL2025) Attendance Verification

SAVED December 10, 2025 at 3:30 PM
DUE December 12, 2025 at 4:00 PM

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. Stopped Attending: Use this flag when a student has stopped attending. Last day of attendance is required in format mm/dd/yyyy. Once you place a checkmark in the box, you will see a comment icon to click on and then the last date of attendance can be entered in FORMAT mm/dd/yyyy. Students receive attendance status via email. Message More

Name	Attendance-Verified	Attendance - Never Attended
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

RESET SUBMIT

13. Click "Submit"

You are currently logged in as

Starfish

MY STUDENTS TRACKING STUDENT SURVEYS ATTENDANCE PROGRESS SURVEYS (5)

Choose Survey

STORYTELLING I (COMM_201_010_FALL2025- Attendance Verification

SAVED December 10, 2025 at 3:30 PM
DUE December 12, 2025 at 4:00 PM

Place a checkmark in the appropriate box for each student. It is necessary to check a box. Use this flag when a student has NEVER attended or participated in any course activity. Once you place a checkmark in the box, you will see a comment icon to click on and then

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

Attendance - Never Attended

Name	Attendance - Never Attended
Student 1	<input type="checkbox"/>
Student 2	<input type="checkbox"/>
Student 3	<input checked="" type="checkbox"/>
Student 4	<input type="checkbox"/>
Student 5	<input type="checkbox"/>

RESET SUBMIT