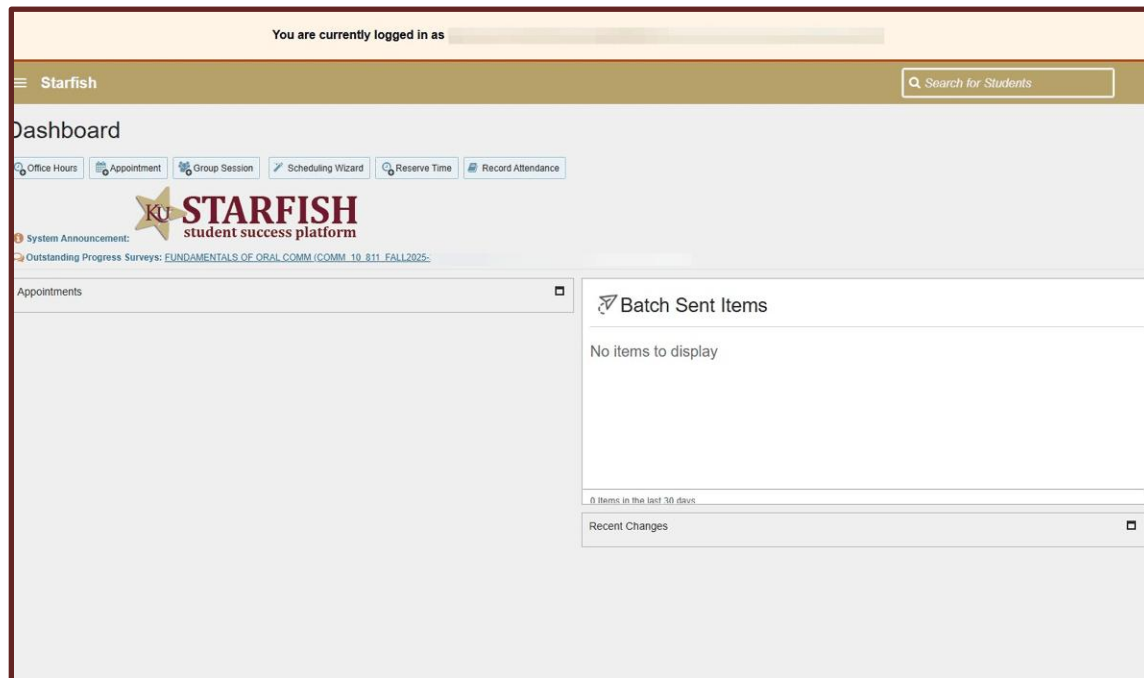


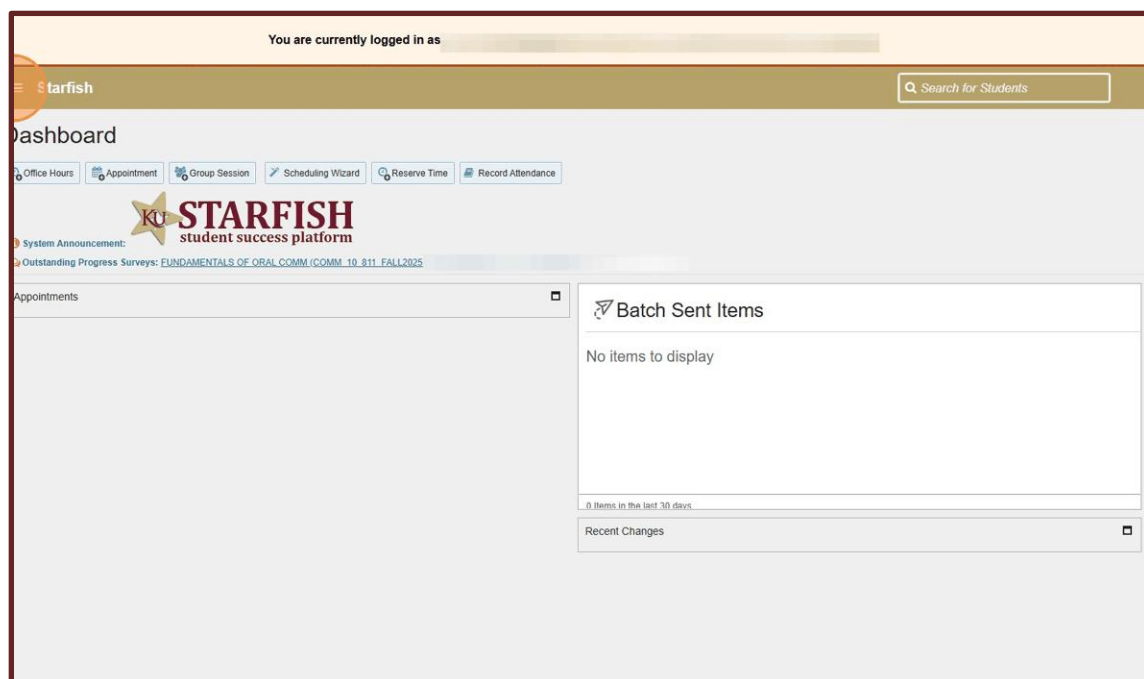


## How to Submit the Attendance Verification Progress Survey in Starfish

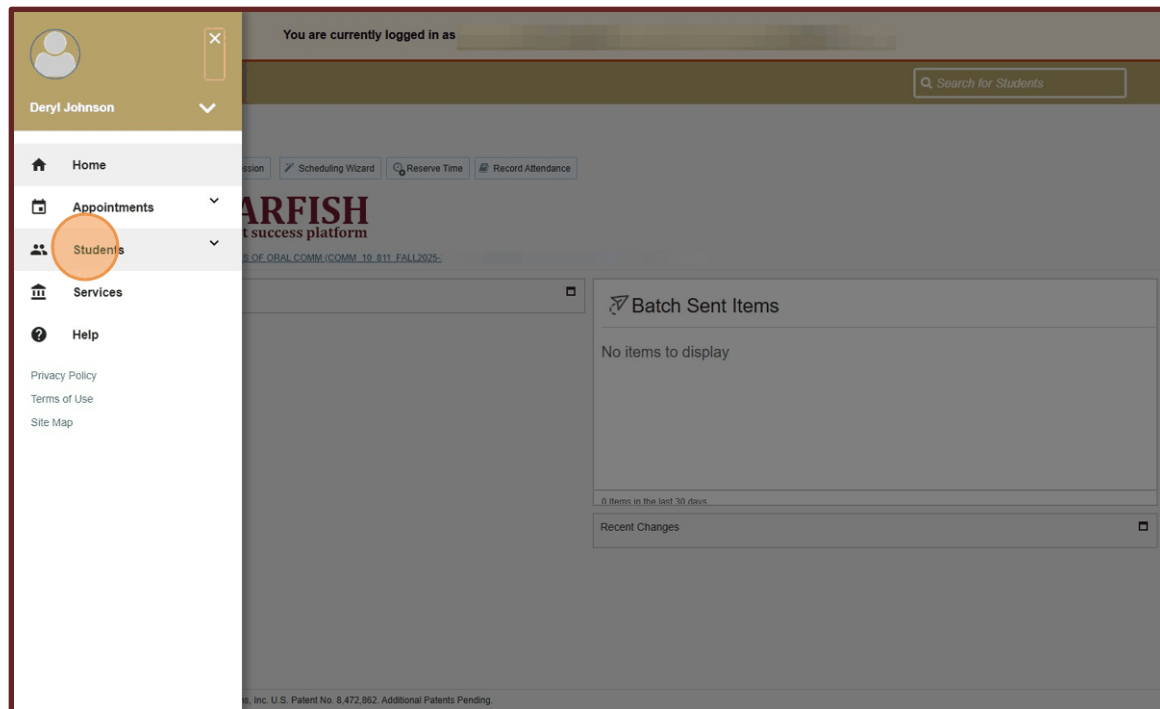
### 1. Navigate to Starfish



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

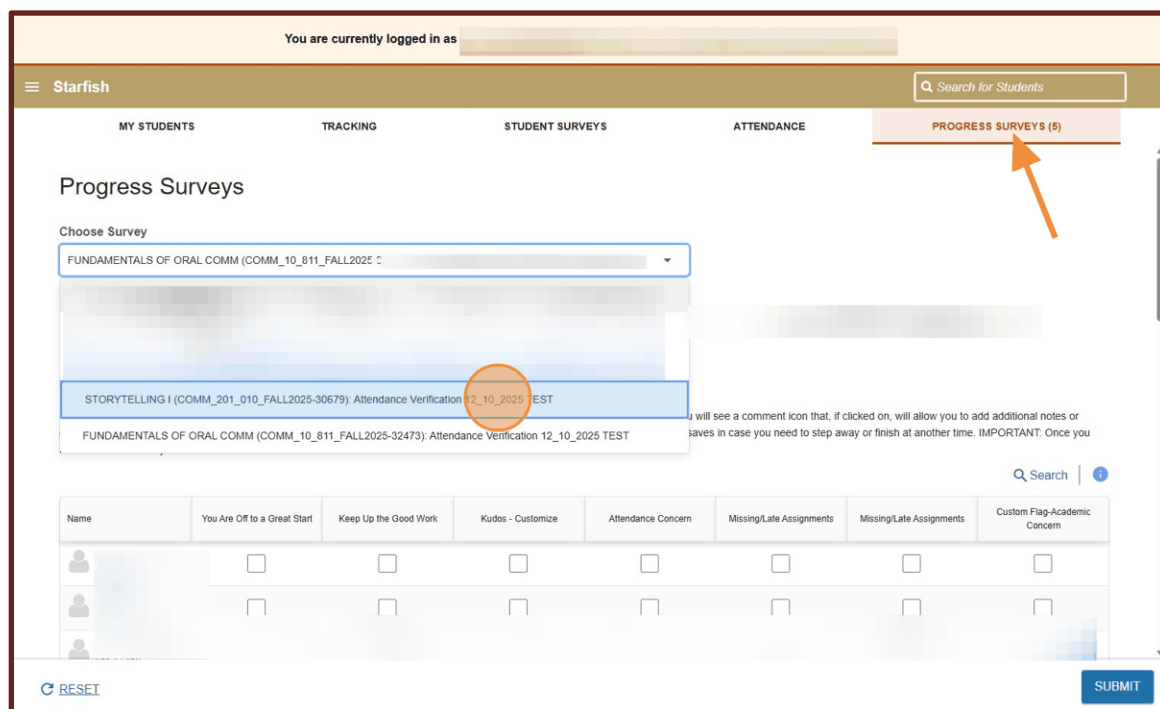


### 3. Select "Students"



### 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



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

You are currently logged in as [REDACTED]

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

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](#)

Q Search

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

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

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](#)

Smith, John SEARCH

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

SEARCH

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

Showing 1 student

RESET SUBMIT

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

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

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 Templates More

SEARCH

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 type="checkbox"/>
[redacted]	<input type="checkbox"/>	<input type="checkbox"/>
[redacted]	<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

Search for Students

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](#)

Q Search

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"/>

RESET SUBMIT

## 10. Click "Reset"

You are currently logged in as [redacted]

Starfish

Search for Students

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](#)

Q Search

Name	Attendance-Verified	Attendance - Never Attended
[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"/>

RESET SUBMIT

Are you sure you want to reset this survey?

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

CANCEL RESET

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

The screenshot shows the Starfish Student Surveys interface. At the top, it says "You are currently logged in as" followed by a blurred name. Below the navigation bar, the "STUDENT SURVEYS" tab is selected. The survey chosen is "STORYTELLING I (COMM\_201\_010\_FALL2025) Attendance Verification". The interface shows a table with columns for "Name", "Attendance-Verified", and "Attendance - Never Attended". The first row has a blue checkmark in the "Attendance-Verified" column. Below the table, a dark blue error message box says "Your changes were discarded." with a close button (X). An orange arrow points to this message box. At the bottom right, there is a "SUBMIT" button.

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"**

The screenshot shows the Starfish Student Surveys interface with feedback provided for three students. The survey is the same as in the previous screenshot. The table shows the following feedback:

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

At the bottom right, the "SUBMIT" button is highlighted with an orange circle.

### 13. Click "Submit"

You are currently logged in as [username]

Starfish

Search for Students

MY STUDENTS TRACKING STUDENT SURVEYS ATTENDANCE PROGRESS SURVEYS (8)

Choose Survey

STORYTELLING I (COMM\_201\_010\_FALL2025- Attendance Verification

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 each student. 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 Name]	<input type="checkbox"/>
[Student Name]	<input type="checkbox"/>
[Student Name]	<input checked="" type="checkbox"/>
[Student Name]	<input type="checkbox"/>
[Student Name]	<input type="checkbox"/>

RESET SUBMIT