

Be Sure To Verify Attendance In the Student Success Portal (Starfish)! Here's How....

August 26, 2019

During the start of the Undergraduate Fall Semester, you will be asked to verify attendance in the Student Success Portal (Starfish) in the Progress Survey tab. Please note that it is assumed that all students on your roster are attending or previously excused by you. If all students attend, you should submit the survey as-is. ONLY check the box titled, "Did not attend. Student will be dropped" for students who do not attend any courses during week 1. Again, **do not check anything if the student is in attendance—and nothing for the class if all students are in attendance or otherwise accounted for**. You can wait to submit the survey until after your final course meeting during week 1, though if all students are in attendance the first day, go ahead and submit! This survey replaces the goldenrod process.

Here is a website about the Attendance Verification

Process:<http://www.webster.edu/academics/attendance-verification-process.html>.

For those that have done the survey before, there is a slight change as the default checkmarks went away. We can expect that this will be resolved by Fall 2, but please make sure to read the instructions and only check the box for students NOT in attendance. This may feel backwards. You are invited to send feedback to studentsuccess@webster.edu as well.

Starfish Search for Students

MY STUDENTS TRACKING ATTENDANCE PROGRESS SURVEYS (1)

Attendance Verification Survey - August 19 Term 2019. Drop Deadline: August 23, 2019.

DUE August 26, 2019 at 11:00 PM

Instructor - To comply with Federal Aid requirements, you are required to complete an attendance verification survey for all on-ground courses. **It is assumed that all students are in attendance or excused by the instructor.** For any student who did not attend your course during the drop period or was not excused, please raise the flag "Did not attend. Student will be dropped." You must submit this survey even if you are not raising any flags, indicating that all students attended or were excused by you. Please complete this survey within 24 hours of your last course meeting prior to the conclusion of the drop period.

Search | i

Name	Did not attend. Student will be dropped.
[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>

RESET SUBMIT

Department Chairs and Degree Coordinators/Facilitators—please share this with your adjunct colleagues as well.

Have a great first week of undergraduate classes!