Responding to the Attendance Verification Survey

Check Point 1

Elizabethtown College must maintain student enrollment and attendance data for compliance with federal financial aid regulations (34 CFR 668.22). Verifying students' attendance in each course is required for compliance with the latter regulations. The submission of student attendance allows us to avoid implications for financial aid eligibility for our students. This semester, we will be utilizing Starfish to confirm student attendance in your course. For more information on how to define if a student is attending, please refer to the online Catalog, under academic policies navigation to review the institutions full attendance policy.

Academically Inclined Work for Enrollment and Attendance

Elizabethtown College models federal financial aid's definition of Academic Attendance and Attendance at an Academically-Related Activity .

Academic Related Activities include, but are not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, an interactive tutorial, or computer-assisted instruction;
- attending or participating in a study group that is assigned by the instructor/institution;
- participating in an online discussion about academic matters; and
- initiating contact with a faculty member/instructor to ask a question about the academic subject studied in the course.

Academically Related Activities do not include activities where a student may be present online (logging into view Canvas content) but not academically engaged, such as:

- logging into an online class without active participation
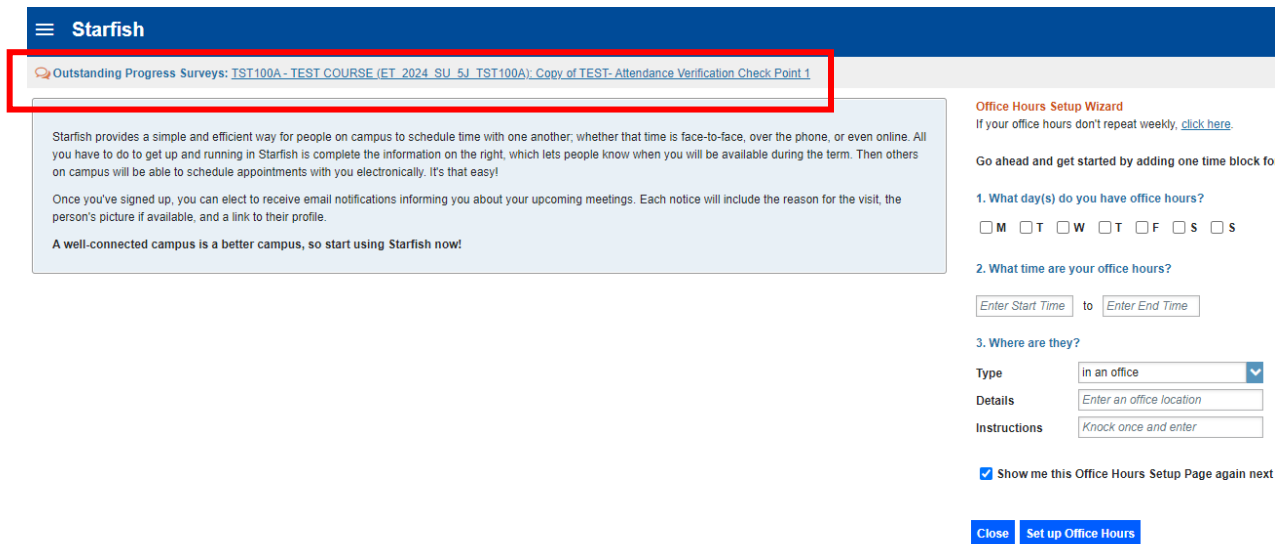- participating in academic counseling or advisement

First of Term Attendance

Toward the beginning of the semester, you will receive an email that the **Attendance Verification Check Point 1 Survey** has launched and is ready for you to complete. Each course you teach will have its own survey.
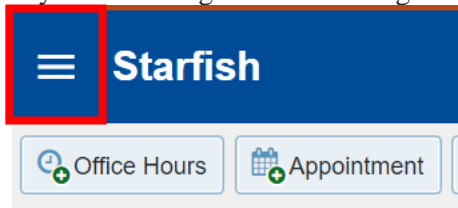
Steps for Completing the Attendance Survey

To access the Attendance Verification Survey for your course(s):

1. [Log In to Starfish](#)
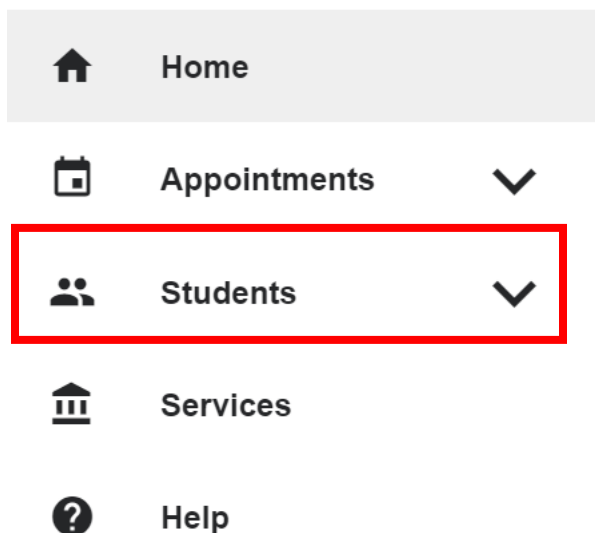2. A link to your Surveys will be displayed at the top left of your homepage, click on this link.

If you are having issues accessing this link, you can visit the Menu

Then Students tab

On the far right of the screen, Progress Surveys
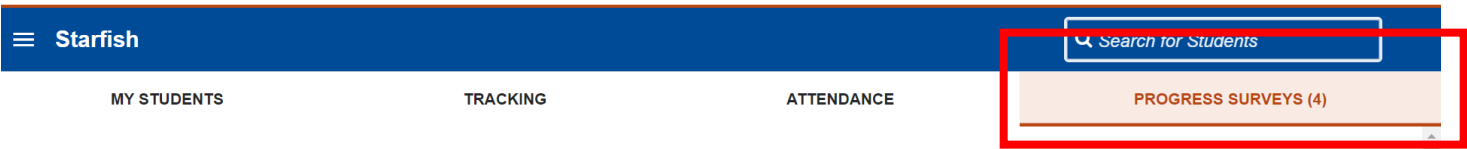
3. The survey should appear similar to the image below.
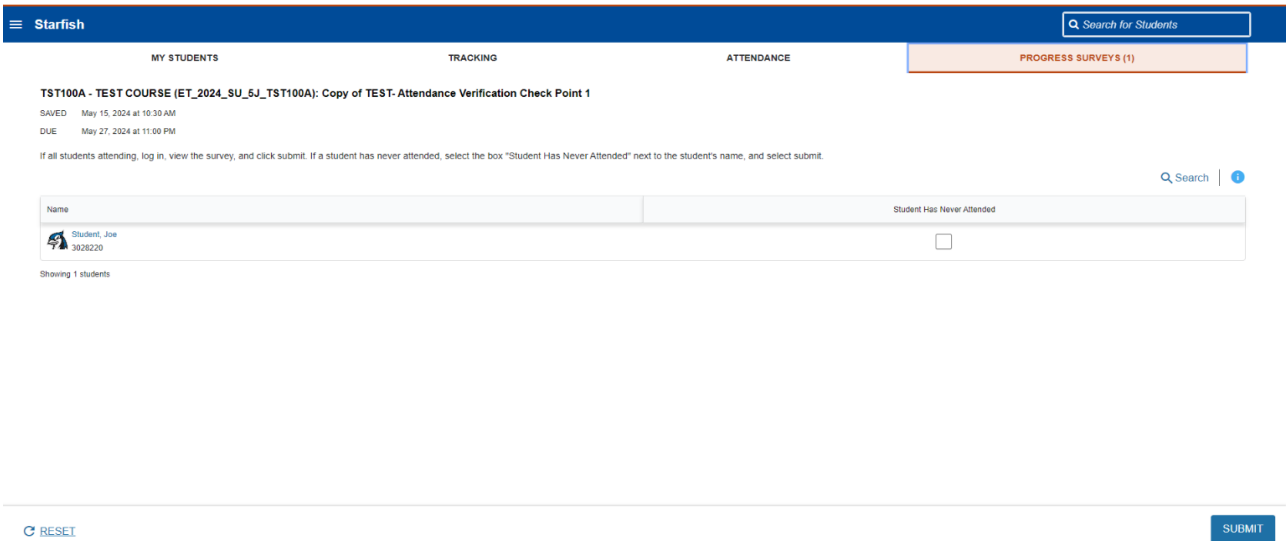
4. If you are teaching multiple courses, you will see a drop down that allows you to select the course you'd like to report on. If all students are attending, you still must click on the SUBMIT button to establish everyone as attending, which is explained in the next bullet point.
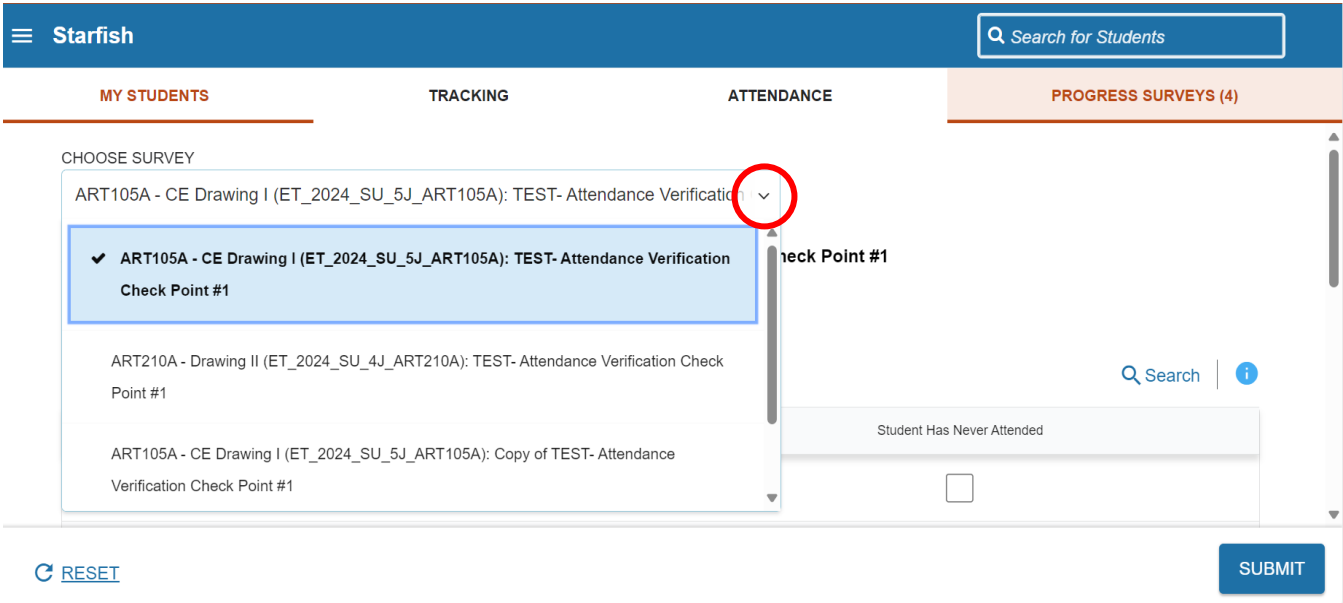
5. **To report ALL students as attending:**

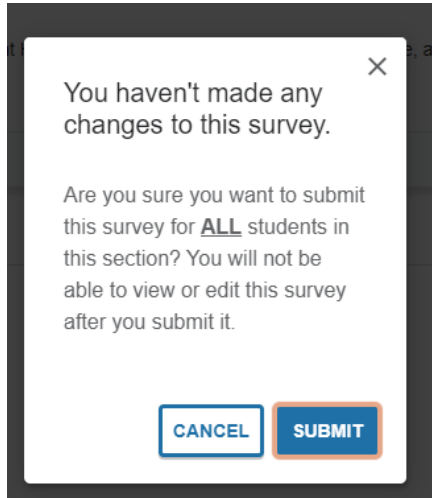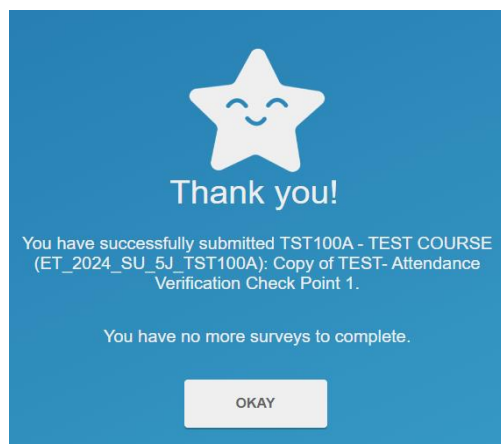o View the survey and click "Submit" in the bottom right of the screen. The default is set to everyone is attending.
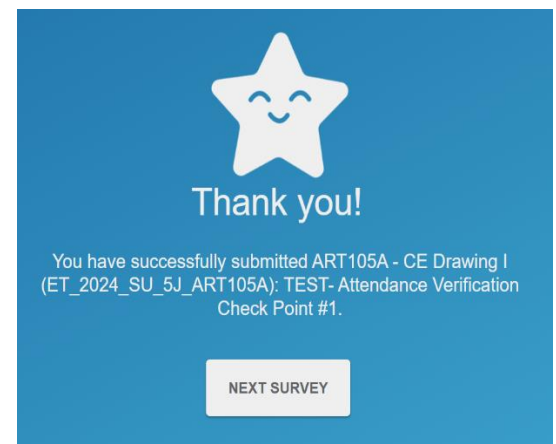
SUBMIT

o You will be asked to confirm that you want to submit the survey without flags.

You haven't made any changes to this survey.

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.

CANCEL   SUBMIT

o Click "Submit"

o A confirmation window will appear that the survey was submitted and it will tell you if you have no more surveys to complete or it may ask if you wish to move to the next courses survey.

Thank you!

You have successfully submitted TST100A - TEST COURSE (ET_2024_SU_5J_TST100A): Copy of TEST- Attendance Verification Check Point 1.

You have no more surveys to complete.

OKAY

OR

Thank you!

You have successfully submitted ART105A - CE Drawing I (ET_2024_SU_5J_ART105A): TEST- Attendance Verification Check Point #1.

NEXT SURVEY

6. To report a student as **not** attending**:**

o If a student is not attending- select the "Student Has Never Attended" flag next to their name.

Q Search   ⓘ

Name		Student Has Never Attended	
Student, Joe 3028220		☑	⊕

Showing 1 students
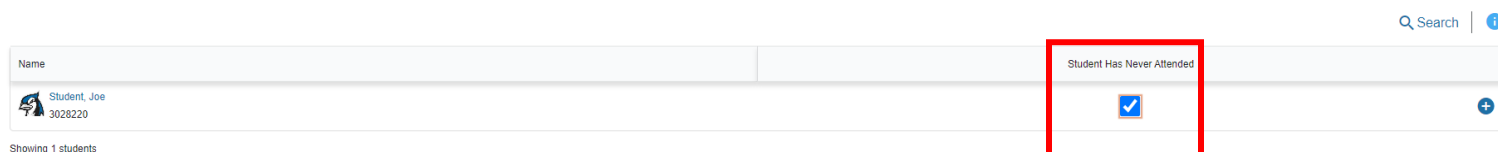
o   For students not attending, you have the option of entering additional comments by clicking the plus sign on the far right and entering comments into the comment box that appears.

7. <u>If you made a mistake and wish to reset/refresh the survey</u>, you may select the "Reset" button in the lower left.

After clicking on the "Reset" command, a window will appear asking you if you are sure you want to reset this survey.

8. Upon completion of the survey, click "Submit" button in the bottom right of the screen.

o   Next, confirm that you are ready to submit.

       o   Select "Submit."

A confirmation window will appear that the survey was submitted, and it will tell you if you have no more surveys to complete or it may ask if you wish to move to the next survey.

OR
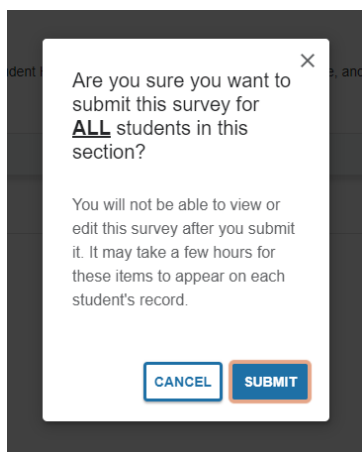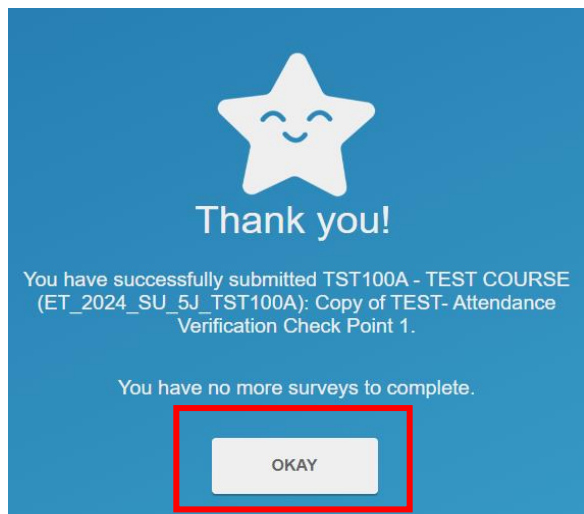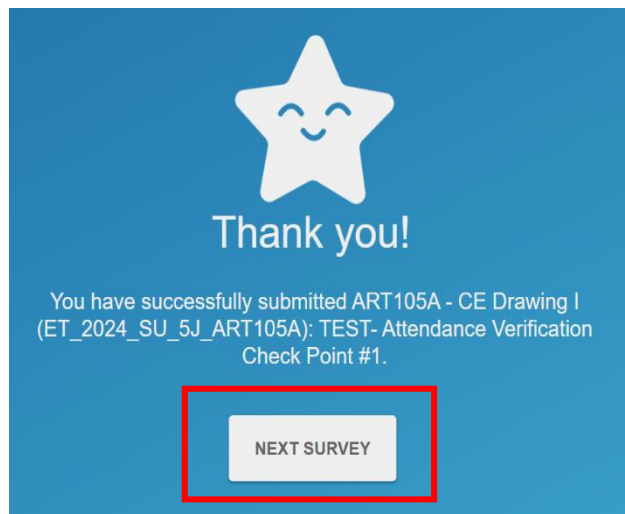

If all students are attending class, it is important that you click Submit, so students are reported as attending.

Notes:

"**Student Has Never Attended**" flags are circulated to the student, students' academic advisor, the Center for Student Success, and the Office of Registration and Records. You may be contacted by the Registrar to provide additional information to assist in deciding the status of a student's enrollment in the current semester.

In the meantime, if the student responds to you regarding the flag and states that they would like to continue in the course, you may close the flag, by following directions on the next page "**How to Amend or Close a Flag of Non-Attendance**".

How to Amend or Close a Flag of Non-Attendance?

The "**Student Has Never Attended**" flag is circulated to the student, students' academic advisor, the Center for Student Success, and the Office of Registration and Records. You may be contacted by the Registrar to provide additional information to assist in deciding the status of a student's enrollment in the current semester.
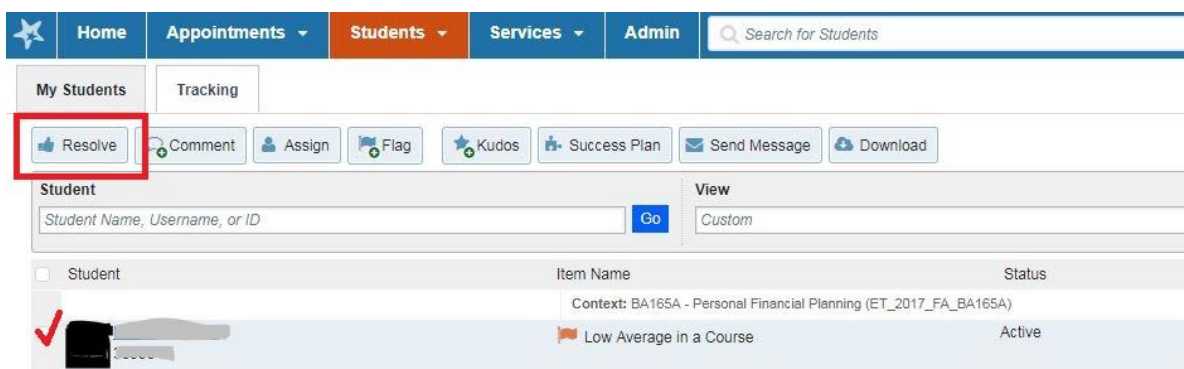
In the meantime, if the student responds to you regarding the flag and states that they would like to continue in the course, please close the flag.   You will also follow the same steps if you inadvertently flagged a student as "not attending" and you wish to correct.

Instructions for closing a flag are located online here, but outlined below for your convenience.

Closing a Flag

If you wish to close a flag follow the instructions below:

1. Visit the **Tracking** tab on the **Students** page of Starfish
2. Select the box next to the student's name and then click **"Resolve"** from the top menu.

3. Remember to include a statement in the Comments when clearing the flag to indicate that the student was in attendance.
4. Click Submit.

For Questions or Concerns:
advising.sgps@etown.edu

How will I know I successfully submitted my Attendance Verification Survey?

Upon successful completion of the Attendance Verification Survey, you will receive a Thank You confirmation email. Sample email is below.

From: starfish@etown.edu <starfish@etown.edu>
Sent: Tuesday, June 18, 2024 10:15 AM
To: Faculty, Joe
Subject: [Starfish] Confirmation: TEST- SGPS Attendance Verification Check Point 1

Dear Instructor Faculty,

Thank you for completing the following Starfish Academic Performance Surveys:

- *TEST- SGPS Attendance Verification Check Point 1 - TST1000_A - TEST COURSE (EC_2024_SU_J5_TST1000_A)*

You raised the following tracking items:

We appreciate your dedication to student success at Etown. Thank you again for your participation!

Thanks!
Elizabethtown College School of Graduate & Professional Studies

Frequently Asked Questions:

Q. What if I don't see a link to any courses?

R. Double check that your course is set to begin in the current term. If you are co-teaching, check with your co-teacher to see if they submitted this survey. Email Starfish@etown.edu if you still have issues.

Q. What if I miss the survey and it closes?

A. Reporting attendance is extremely important to our federal reporting requirements, if you miss completing this survey, please log in to Starfish and raise "Student has Never Attended" or "Student is No Longer Attending" flags for any student who is not attending. If all students are attending, please email advising.sgps@etown.edu. They will flag your course with a survey completion for compliance purposes.

Q. What if I submitted the survey but forgot to flag a student as "Student has Never Attended"

A. Follow this documentation to raise a "Student Has Never Attended" flag outside of the progress survey.

Q. What if I accidentally flagged a student who is attending?

A. Follow this documentation to close the flag, include a statement in the flag closure that the student was in fact attending.

Q. What if I am teaching an SGPS 5-week course, will there be 2 attendance surveys in this accelerated course?

A. SGPS 5-week accelerated courses will host only one survey that includes attendance and progress. The survey will be circulated after the first week of class.

Q. What if I flagged students but am still getting Survey reminders from Starfish?

A. You have not completed the survey but raised a flag outside of the survey, follow the instructions in this document to complete the actual survey.

Q. I'm still lost- what should I do?

A. Refer to further documentation and videos at this website. Reach out to starfish@etown.edu for assistance.

Q. What happens when a student is flagged for not attending?

A. The SGPS Advising team will reach out to the students seeking information on their intent for returning to the course and will aid the student in next steps.

Q. What is the difference between "Attendance Concern" and "Student has Never Attended"?

"Student has Never Attended" should be raised to report federal attendance for a student that falls into the categories of never attending outlined in the College Catalog. An "Attendance Concern" can be raised for a student who has sporadic attendance and participation.

Q. I raised a flag "Student Has Never Attended" and it was resolved but they are still not attending class, what should I do?

A. Raise a "Student No Longer Attending" flag or "Attendance Concern" and include any relevant comments.

Q. I am an advisor of an on-campus student who was approved to enroll in an online SGPS course, what information will I receive for my student?

A. In accordance with FERPA, individuals with the right to know will see these flags. Advisors can view all flags associated with their advisee.

Q. How will I know if I have completed the Attendance Verification Survey Successfully?

A. You will receive a "Thank You" email with the flags raised. Please be advised, if you do not complete the survey, you will continue to receive reminder emails. Instructions to complete the survey are in this document.