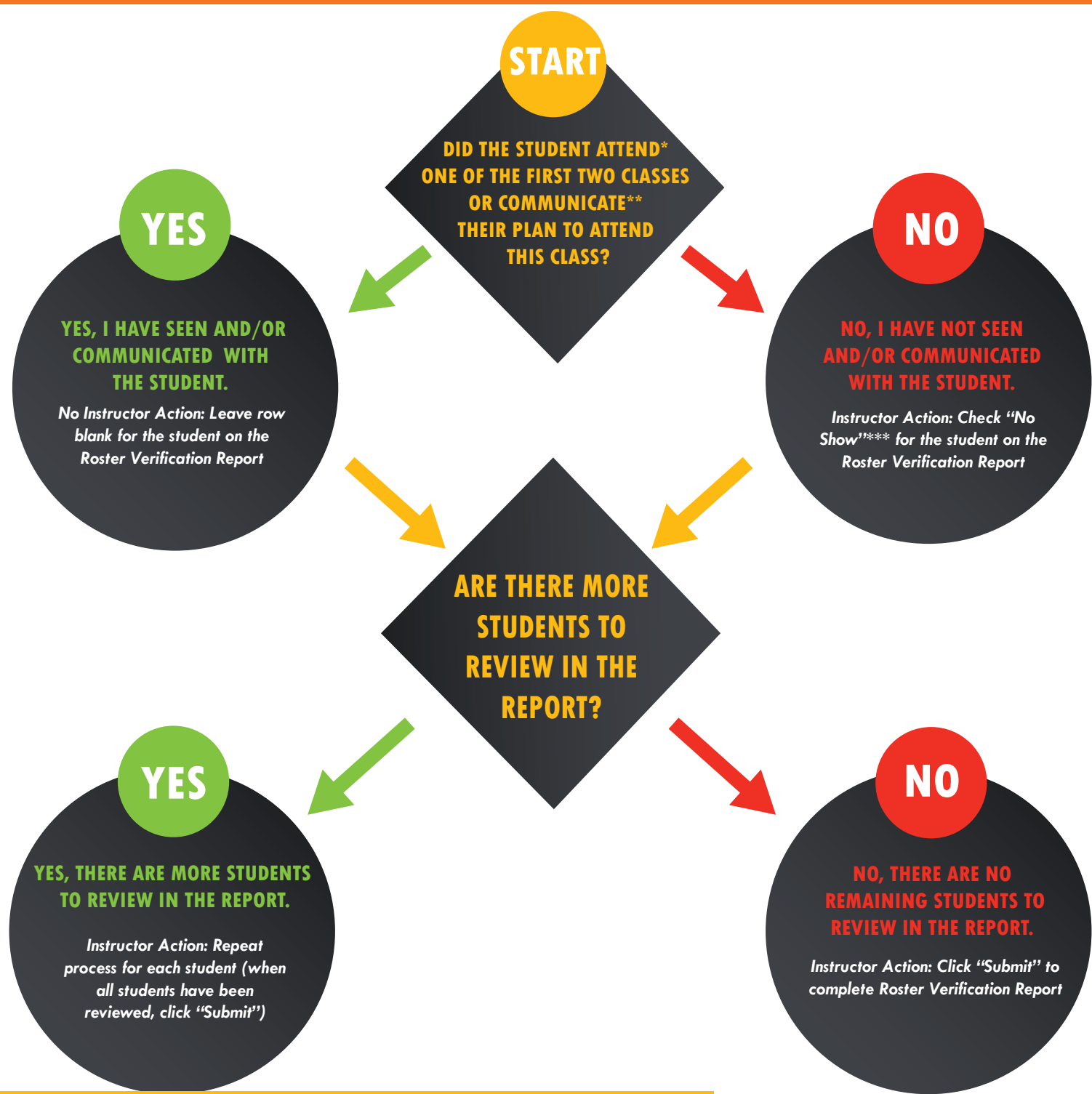


STARFISH ROSTER VERIFICATION FOR INSTRUCTORS



***Attend** = physically attending in-person classes or submitting initial coursework in online classes.

****Communicate** = student has contacted instructor to explain why they did not attend class (out of town, scheduling problems, sickness, etc) but they plan to remain in the course.

******* When the **"No Show"** alert is sent, an email is sent via Starfish to the student, the academic advisor, the Registrar, and student's home college leadership

IF A STUDENT YOU FLAGGED AS A "NO SHOW" SUBSEQUENTLY ATTENDS CLASS OR CONTACTS YOU AND INDICATES THEY ARE AT RIT, CLEAR THE "NO SHOW" FLAG AND ADD A COMMENT.

Roster Verification Process for Instructors

- RIT's comprehensive process for "No Show" reporting helps identify new students who did not arrive to campus for the fall semester, even though they are still registered for classes.
- Instructors help identify students who have not attended class and who have not communicated with their instructor regarding their class absences/intention to stay registered.
- This document focuses on the instructor's role in the No Show process; additional processes are led by the Office of the Registrar.

Frequently Asked Questions

Q. If a student has emailed me and says they are arriving to RIT late due to family obligations, are they a "No Show"?

A. No, leave students row blank.

Q. If a student tells me they are trying to switch sections, are they a "No Show"?

A. No, leave students row blank.

Q. If the student showed up to the first class but not the second, is that a "No Show"?

A. No, leave students row blank. However, you can send them an Attendance/Participation flag if you are concerned and/or want to communicate with them regarding your expectations for attendance and participation.

Q. When should I clear a "No Show" flag?

A. Clear a "No Show" flag if the student attends the third class or communicates with you regarding their absence and plans to attend the class.

Q. If the student responds to the "No Show" flag and says they decided not to attend RIT what do I do?

A. Copy the student's response and add it as a Comment to the flag. Also forward the response to the student's advisor. The advisor is listed in SIS and in Starfish on the Support Network tab.

Q. Why do I have to add comments when I clear a "No Show" flag?

A. Comments provide additional details which are especially helpful to advisors and the Office of the Registrar for students who have not attended more than one of their courses.

Q. What if the student stops attending, misses class after the second class, or doesn't begin attending as they had indicated?

A. Raise an "Attendance/Participation" flag.

Q. Are all instructors doing the Roster Verification Report?

A. No, for fall 2020 the following classes are receiving the Roster Verification report:

- Business I: MGMT-101
- Critical Reading & Writing: UWRT-100
- Drawing I: FDTN-111
- History of Western Art: ARTH-135
- Math: MATH-111, 161, 171, 181, 181A, 182, 182A
- Physics: PHYS-111, 112, 207, 211, 211A, 212, 216, 217
- Writing Seminar: UWRT-150
- RIT365: YOPS-010

Q. What if my attendance sheet doesn't match my Starfish roster?

A. Starfish is updated once a day (overnight). SIS and MyCourses are updated throughout the day, if there is a discrepancy it may be due to timing. SIS will be the most accurate and is the system of record.