## Computer Tutorial:
Complete Start of Term Attendance Reporting (STAR)

Purpose: Each term, all full-time and part-time faculty are required to report student attendance for each course. Start of Term Attendance Reporting is done through WebAdvisor at the end of the add/drop period. This tutorial demonstrates how to complete STAR.

For more information about Start of Term Attendance Reporting or the STAR process in general, please contact the Office of the Registrar: www.indianhills.edu/registrar.

Start of Term Attendance Reporting Instructions:

1. From the WIN (Warrior Information Network) homepage, search **"Attendance."** The Grading and Attendance tool will appear. Click on the name to go to the page.
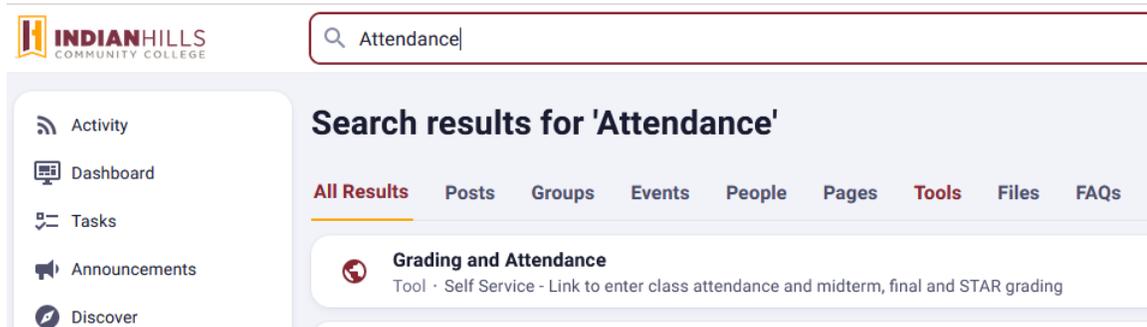
Note: If you'd like to create a shortcut for the page, click "Tools" on the Search results page. You'll see a star appear. Click the star to save it to your list of shortcuts in WIN.
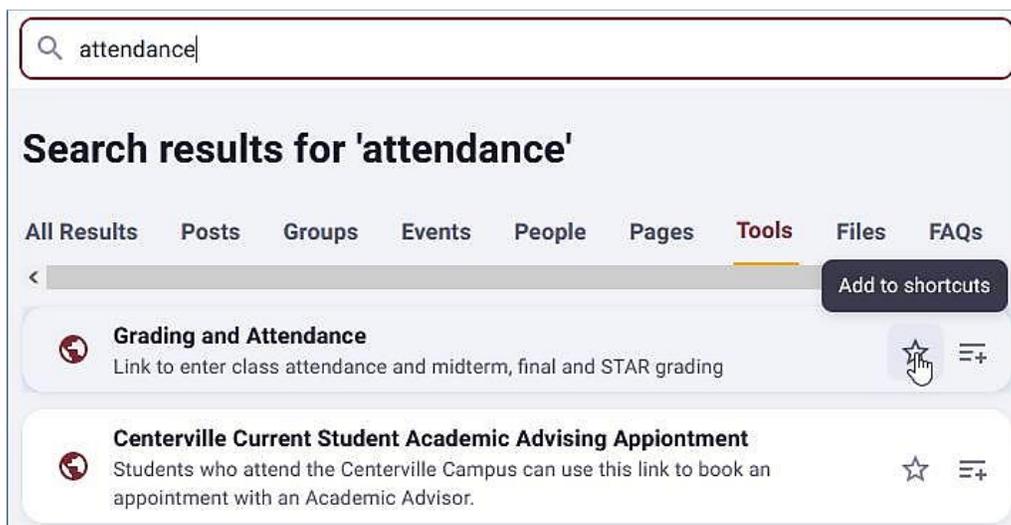
2. The Grading and Attendance page will open. A list of your courses will open. Select the title of the course for which you would like to record attendance.

3. On the "Section Details" page, select **"Grading."**

4. The "Intermediate Grading" page will open. Go to column **"Gr 6"** and enter **"AT"** (attended) for each student who has attended at least one class session in your course. Enter **"NS"** (no-show) for those students who have *never* attended class. Students must be present in class to be counted as attending. Phone calls or emails promising to attend will *not* exempt the student from being marked as a "No Show." For each student, you must enter either **"AT"** or **"NS"** into column **"Gr 6"** of the form.

> **Important:** Be sure that you enter this information into column **"Gr 6."**
> Do **not** enter information into *any* other columns, including the
> "Last Date of Attendance" column.

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For further information about deregistration attendance reporting or the STAR process in general, please contact the Office of the Registrar: www.indianhills.edu/registrar.

*For further assistance on this topic or other technical issues, please contact the **IT Help Desk***
***Phone:** (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk*