STARFISH ROSTER RECONCILIATION INSTRUCTIONS

(Revised – August 22, 2019)

Thank you in advance for completing your Roster Reconciliations reports! All faculty **must** submit reconciliations when identified reconciliation access windows are announced. Roster Reconciliation is critical to student success and academic status tracking. Student financial aid awards processing and College budgeting also depend on this process. *In Class Verification* (Roster Reconciliation I) and *Title IV Verification* (Roster Reconciliation II) are hosted each fall and spring.

## Starfish Roster Reconciliation Instructions:

1. Access Starfish from any browser using this hyperlink: <u>STARFISH LINK</u>

Or this direct URL: <u>https://mville.starfishsolutions.com/starfish-ops/support/login.html?tenantId=95</u>

Or -Click "MyMville" in the top right corner of the College home page, and then Starfish is listed first under **Quick Links.** You can also still access it through Blackboard.

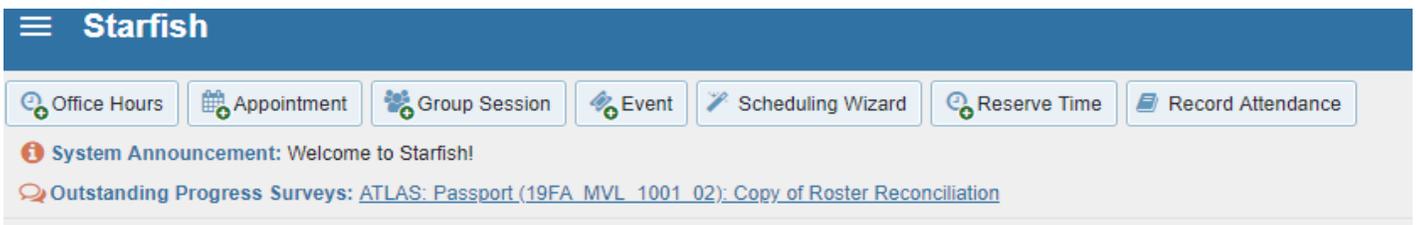2. Login to Starfish using your usual Mville credentials (i.e. username/password).
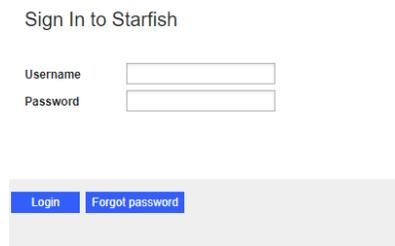
Sign In to Starfish

Username	
Password	

Login Forgot password

3. The home screen will say; Outstanding Progress Surveys: "course number and name." on the top left of the screen, click here to open your reconciliation reporting. Or click the Progress Survey Tab in the top right of your screen.

☰ **Starfish**

⊕ Office Hours ⊞ Appointment ⊕ Group Session ✎ Event ✐ Scheduling Wizard ⊕ Reserve Time ▤ Record Attendance

ⓘ System Announcement: Welcome to Starfish!

○ Outstanding Progress Surveys: ATLAS: Passport (19FA_MVL_1001_02): Copy of Roster Reconciliation

4. Your active section(s) will now appear in a dropdown with the course roster listed and the survey. Here's an example, all students will be populated as "Attending" in the Roster Reconciliation reporting:

Survey ATLAS: Passport (19FA_MVL_1001_02): Copy of Roster Reconciliation

All of your students will appear with a check for "Attending," by checking "No Show" next to a student's name, it will indicate: the student has not appeared even once since classes began, OR, that the student has stopped attending completely. For any student who meets one of the criteria above, check the "No Show" box to the right of the name. When done with the roster, click the SUBMIT button. The survey is no longer accessible for changes once you have clicked submit. IMPORTANT: Even if all of your students have been attending, please click the SUBMIT button to properly record each student's status in the Starfish system.

5. All students will be populated as "**Attending**" in the Roster Reconciliation reporting. Any student who has **Never Attended** (even once) should be marked as such (this will trigger an email to the student and Advisor, any comments added will also been seen by the student). Click submit and your entries will be saved.

❖ *When the second reconciliation reporting opens (Title IV Verification) you will also have the option to select "**Stopped Attending**" and enter an approximate last date of attendance. Stopped Attending is only available during the second round reconciliation, it is not used for round one as the add/drop period has just ended and not enough sessions have been held to distinguish between poor attendance and someone who should be identified as having stopped attending entirely.*

 IMPORTANT: Even if all of your students have been attending, please click the SUBMIT button to properly record each student's status in the Starfish system.
You will receive a confirmation email that your responses have been submitted.

6. Click SUBMIT and you're done. If you are unsure if a student should be indicated as S-Stopped Attending or N-Never Attended use the explanation below. :

- **S-Stopped Attending**: (only available during Roster Reconciliation II dates) Use for a student who has attended at least one or more class meetings but has since stopped attending completely. Use the Comments box to enter an approximate last date of attendance if making this selection. Choose a date from your records
- or your best recollection for this date. Evan an approximation is acceptable here!

Click image to open comments box

Attending

Stopped Attending

Stopped Attending

- **N-Never Attended:** Use for a student that has NEVER appeared for your class.

7. You will receive a confirmation email sent to your Mville email account after reconciling each section. The students you identify as Never Attended (or Stopped Attending during Roster Rec II) will also be sent a message alerting them of the status you submitted and any comments.

8. **Correcting entries After Submission**: Before a reconciliation window deadline, you may make adjustments to a section's entries. Follow these steps:
- Search for the student who was entered incorrectly (using the search bar or open the course section and scroll through the roster). Click the student's name and their profile will open. Click Tracking in the option list and your item will appear. Hover the mouse over the flag image and a box will open with the option "clear." You can enter a comment that it was raised in error if you wish.

IMPORTANT POINTS:
- During a traditional Fall/Spring term Roster Reconciliation, any student identified as Never Attended or Stopped Attending will receive an automated e-mail, the advisor will also have access to this information and any comments entered.

- During a traditional Fall/Spring term, you will receive announcements detailing Roster Reconciliation access dates and deadlines.

- Please direct any questions or concerns to:

Megan Stanton – Director of Student Success Initiatives Megan.stanton@mville.edu

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