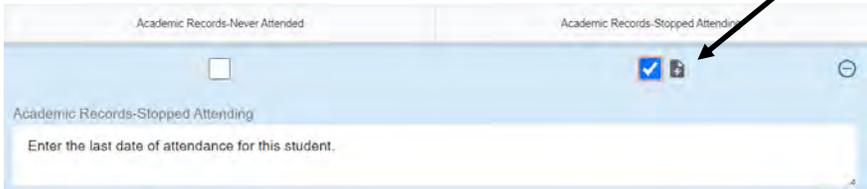


How to Access and Complete your Roster Verification (First Week's Attendance)

Here's how it works:

You will receive an email when your surveys are ready to be completed.

- Log in to [MyPennWest](#) and click **Starfish**. Links to your Outstanding Surveys will be displayed at the top of your Starfish homepage or click the Progress Surveys tab.
 - Click each of the links to access survey grids for your course sections. A survey grid includes a roster of student names and two columns of checkboxes.
 - Check the box to identify a student who has stopped attending or never attended or participated in your class.
 - If a student has stopped attending, input the last DATE OF ATTENDANCE by clicking on the small "plus" icon at the end of the row to open the comment box. If unknown, enter the first day of the term, which is the **FIRST DAY OF SEMESTER** (please be aware that the student will see your comments).
- 
- Once completed, click **Submit**. You will receive a Thank You email.
 - If you don't mark any students as STOPPED ATTENDING/NEVER ATTENDED, it is still important to click **Submit** so we know you've completed roster verification.

NOTES:

Marking a box next to a student's name will generate an email to the student. The email will come from our Success Coaching area and **will no longer appear to be coming from the Professor**. This email will include a call to action appropriate to the identified concern and may ask the student to contact you, the Professor.

If you start completing your survey and don't submit, there is an autosave feature.

If after submitting, you need to reinstate a student or if a student makes you aware that they are attending, email the **student name, PWID and course information** to starfish@pennwest.edu.

Roster Verification should be completed regardless if students are attending in person, remotely or online.