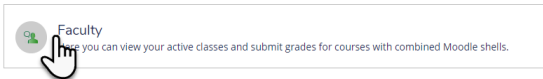


# Starfish – Confirm Attendance/Participation

Raise this flag when a student begins attending after having been reported as a **NO SHOW**. This flag will be shared with financial aid and the student's aid may be impacted as a result. A notice will be sent to the student, letting them know that you have reported that they are now attending/participating in class.

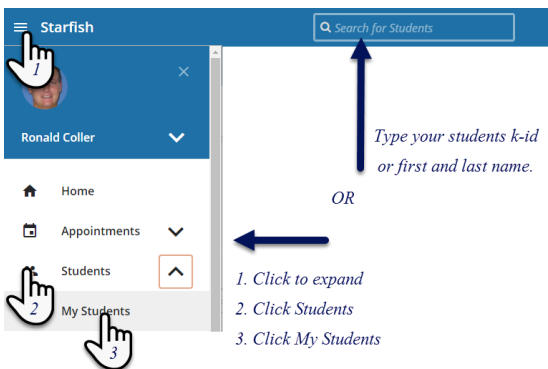
1. Login to the Bruin Portal and click on **Faculty**.



2. Click on **Starfish – Stick with KCC** image.

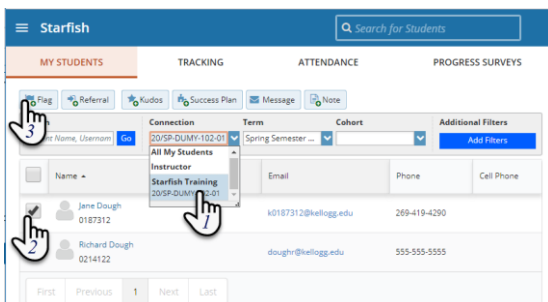


3. Click on the menu icon and select **Students**, then **My Students**.

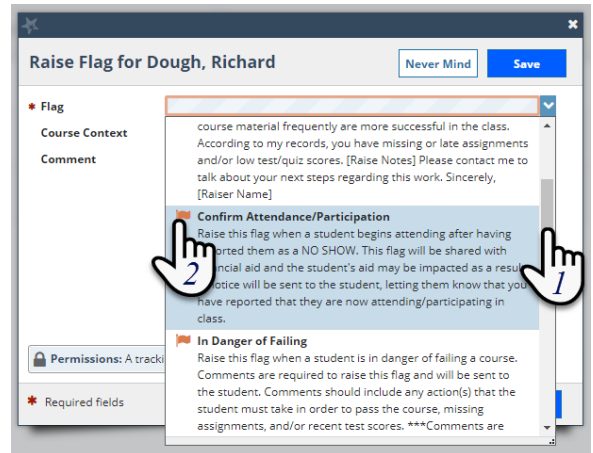


4. Using the **Connection** dropdown menu select the **Course & Section**.

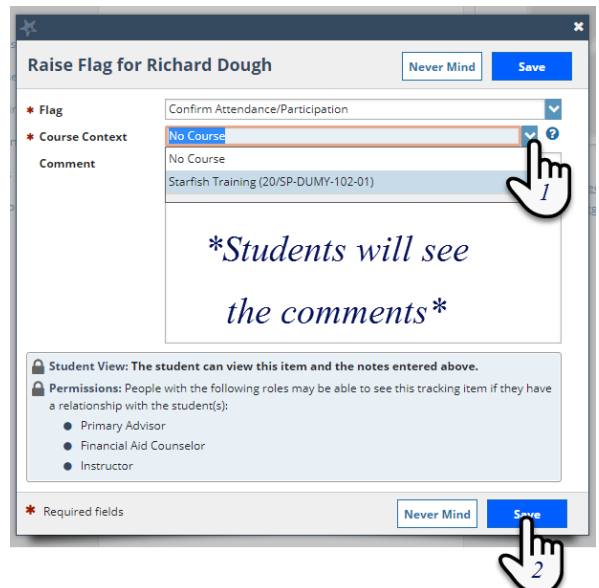
- Place a check next to the student you wish to **Confirm attendance** for and click **Flag**.



5. To select **Confirm Attendance/Participation**, scroll down on the pop-up window and click on it.



6. Using the drop-down, select your course. If you leave a **Comment**, the student will receive it. When finished click **Save**.



Confirmation of submission

