


# Set Up/Edit Attendance Class times - Faculty

1	Click  <b>Starfish</b> in the upper-left hand corner.
2	Select <b>STUDENTS</b> and then <b>MY STUDENTS</b> .
3	Select the <b>ATTENDANCE</b> tab.
4	Click the tab labeled <b>CLASS SCHEDULE</b> .
5	You may choose the <b>SCHEDULE</b> option to create a recurring class schedule or <b>SINGLE MEETING TIME</b> for a one-time session. Repeat this process for each course you teach.
6	Click <b>SUBMIT</b> .
1	To edit class times, click <b>CLASS SCHEDULE</b> and make your changes.
2	Locate the meeting time schedule you want to edit and make the appropriate changes.
3	Click <b>SUBMIT</b> .