

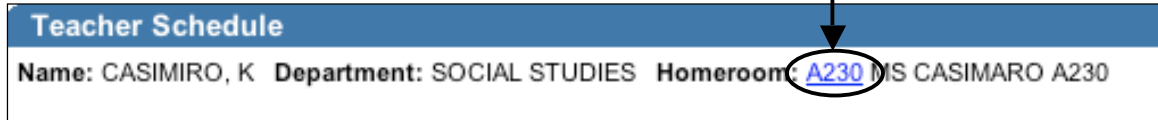
Posting Attendance in StarStudent Portal

1. Log into the Portal, using your log-in and password. (If you have forgotten your log-in or password, check with your administrator, OR look in your email)

2. Click on the Teacher tab.



3. At the top of the Teacher Schedule, click on your Homeroom number:

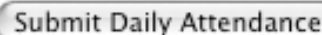


4. When your roster appears, the default is "Present." For students who are absent, use the pull-down menu to choose ABSENT. (Until Oct. 1, you may also use NO-SHOW...see the back of this sheet for specifics)

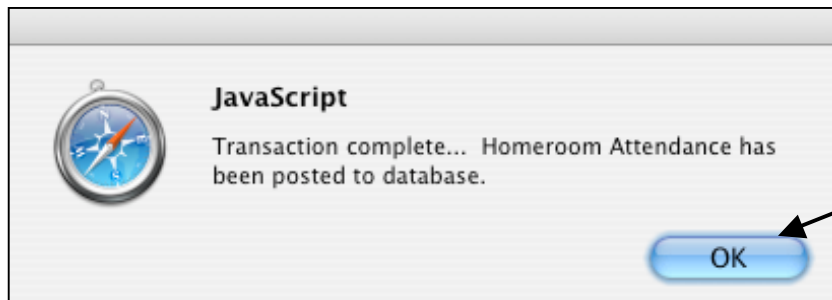
NOTE:

Do NOT use any of the other codes which may appear.
Teachers are allowed only to use "Present" (the default) or "ABSENT."

5. Go to the bottom of the page and click




6. You will get this message:



Click "OK"

7. **VERY IMPORTANT: YOU MUST LOG OUT!**

Close this window by clicking on the RED button at the top left of the page. 

Then, click Logout on the main page.

This protects your information from others using your log-in.

Questions? Need Help?

Ask your administrator OR

Email:

Barbara (myersb@danbury.k12.ct.us) OR
Helpdesk (helpdesk@danbury.k12.ct.us)

Special Instructions Until October 1:

Choose NO-SHOW for students who have not put in an appearance at all yet for the year. As soon as a student has appeared for even one day, choose ABSENT if the student is then absent on a subsequent day.