Applying Filters When Searching For Students

To make viewing your students easier, Starfish allows for more precise filtering of student lists based on a number of different characteristics and attributes.

1. Log into Starfish using the "Starfish" link in your Instructor tab in CampusNet.

Personal Data Account Student Instructor Advisor FA Office	⊛ Contact	Us 🗶 Logout
Grading Schedule Class Roster		
	<u>Starfish</u>	? Help
Select a term and whether you wish to retrieve the list of your mid-term or final grade rosters.		
Term: Spring 22 V		

2. Click on the menu options button ≡ in the top-left corner of the screen. Select 'Students'. Click on the "My Students" tab. Select your connection to the students whom you wish to view (by role or course). You can also begin with "All My Students" which, for many, this will display all students.

≡ Starfish			Q Search for Studer	nts	
MY STUDENTS	TRACKING	ATTENDANCE	PROGRESS SURVEYS (1))	
Flag. Tag Referral To Success Plan Kudos Ressage					
Search	Connection			Additional Filters	¢
Student Name, Username, or ID Go	All My Students		✓	Edit Filters	×
Name 🔺	Email	Phone	Cell Phone		

3. To filter your students, select "Edit Filters". For best filtering results, clear all filters by clicking on the "X" next to "Edit Filters". Now that you've cleared your filters, you can now click "Add Filters:"

≡ 9	itarfish			Q Search for Students
	MY STUDENTS	TRACKING	ATTENDANCE	PROGRESS SURVEYS (3)
Fi	ag 📸 Referral 📩 Kudos 📩 Success Plan 🔳 Message 🗟 Noce			
Searc	h	Connection	Term	Additis
Stude	nt Name, Username, or ID	Go All My Students	Active	✓ Add Filters
	Name =	Email	Phone	Cel Prone

- 4. A pop-up box will display with several tabs of filters; Tracking items, Cohorts/Relationships, Meetings, Success Plans, and Attributes.
 - To view your students that have tracking items, select the "Tracking Items" tab and check the box the view the students. Specify the type of tracking item and other information.
 - To filter by student relationships and cohorts/student groups, select the "Cohorts & Relationships" tab and complete the fields using the drop-down menus.
 - You can filter for students that have had a meeting with you by selecting the "Meetings" tab.

- View students with Success Plans by selecting the "Success Plans" tab.
- There are several student attributes you can filter for. Go to the "Attributes" tab and use the drop-down menus to select the appropriate attribute.
- Cumulative GPA
- o Hours Completed
- Major(s)
- o Minor(s)
- Other Plans
- o Program Status
- Academic Standing

- Academic Standing Term
- \circ SAP
- Enrolled
- Current Load
- \circ Cohort
- Graduation Application

κ			×
Additional Filters		Clear All Filters Never Mind S	ubmit
Tracking Items	Students with Tr	racking Items	
Cohorts & Relationships	Count	Tracking Items matching criteria	
Meetings	Status	◎ Active ○ Resolved ○ Both	
H- Success Plans	Tracking Type		0
₽ Attributes	Closure Reason	~	
	Item Name		
	Created By	Anyone Me Role	
	Course Context		0
	Due Date		
	Creation Date	Start to End	
4			
* Required fields		Clear All Filters Never Mind	Submit