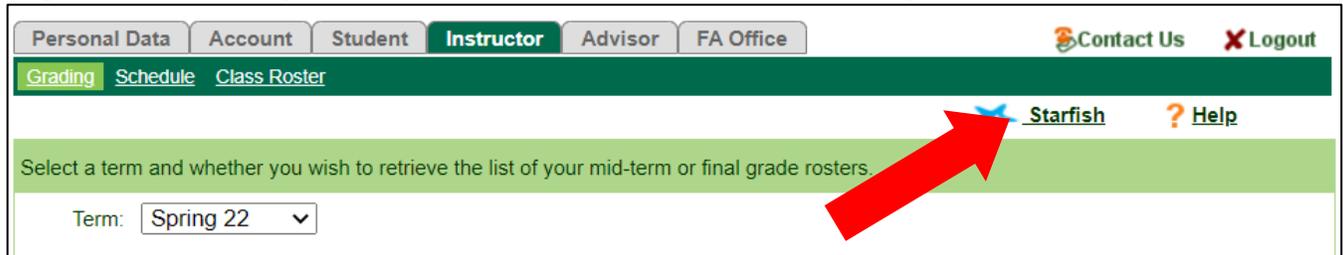


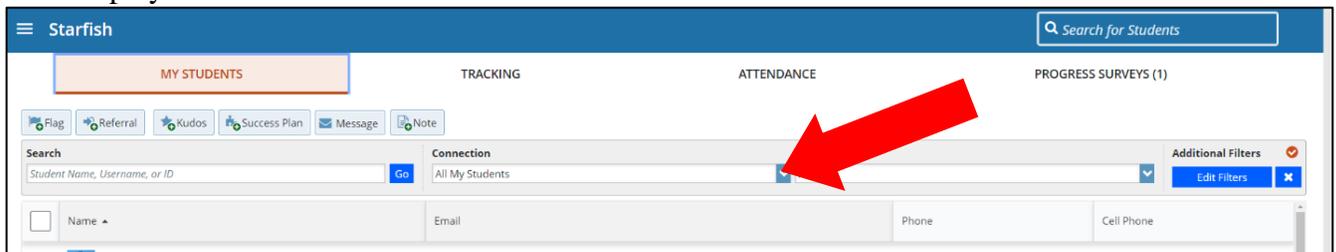
Applying Filters When Searching For Students

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

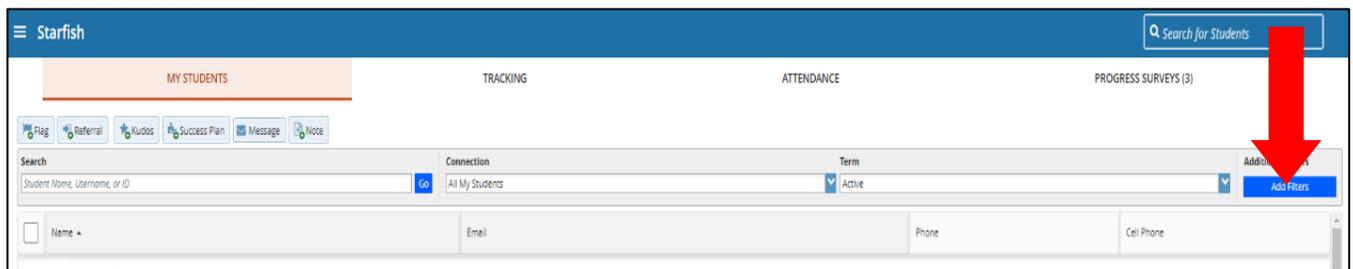
1. Log into Starfish using the “Starfish” link in your Instructor tab in CampusNet.



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.



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:”



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
 - Academic Standing Term
 - Hours Completed
 - SAP
 - Major(s)
 - Enrolled
 - Minor(s)
 - Current Load
 - Other Plans
 - Cohort
 - Program Status
 - Graduation Application
 - Academic Standing

Additional Filters Clear All Filters Never Mind Submit

Tracking Items

Cohorts & Relationships

Meetings

Success Plans

Attributes

Students with Tracking Items

Count Tracking Items matching criteria

Status Active Resolved Both

Tracking Type ?

Closure Reason

Item Name

Created By Anyone Me
 Role

Course Context ?

Due Date

Creation Date Start to End

* Required fields Clear All Filters Never Mind Submit