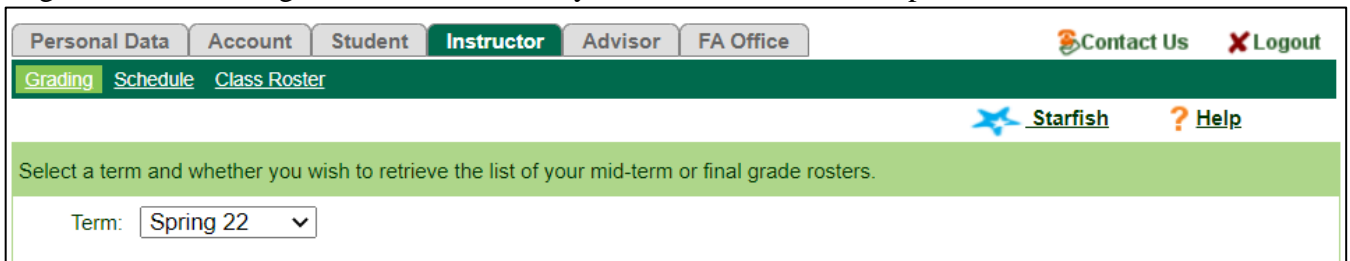



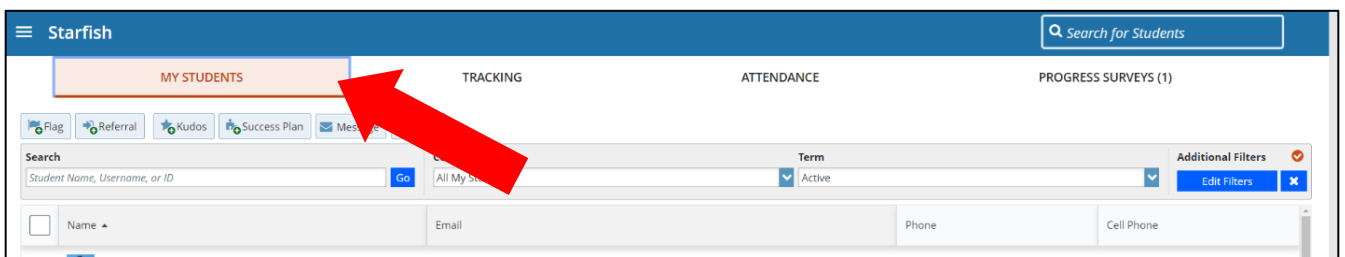
Viewing Student Information in Starfish

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



The screenshot shows the top navigation bar of the Starfish system. It includes tabs for Personal Data, Account, Student, Instructor (selected), Advisor, and FA Office. On the right, there are links for Contact Us and Logout. Below the navigation bar, there are links for Grading, Schedule, and Class Roster. A green banner contains the text: "Select a term and whether you wish to retrieve the list of your mid-term or final grade rosters." Below this banner is a dropdown menu for "Term" set to "Spring 22".

2. Click on the menu options button  in the top-left corner of the screen. Select ‘Students’. Click on the “My Students” tab at the top of the page.

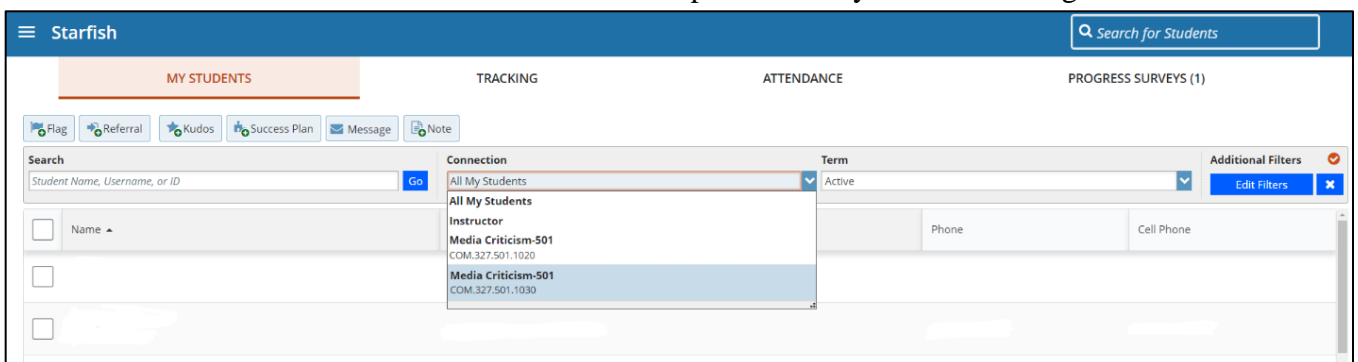


The screenshot shows the Starfish interface with the "MY STUDENTS" tab selected. A red arrow points to the "MY STUDENTS" tab. The interface includes a search bar with the text "Search for Students" and a search icon. Below the search bar, there are tabs for MY STUDENTS, TRACKING, ATTENDANCE, and PROGRESS SURVEYS (1). The search bar contains the text "Student Name, Username, or ID" and a "Go" button. There is also a "Term" dropdown menu set to "Active" and an "Additional Filters" button.

3. You can search for your students in 2 ways:

- In the “Search” field, type the student’s name or CSU ID number
- Search for students by your “Connection” – in this case, by individual course section

*NOTE: The “term” field must be set to “Active” or the specific term you are searching for!

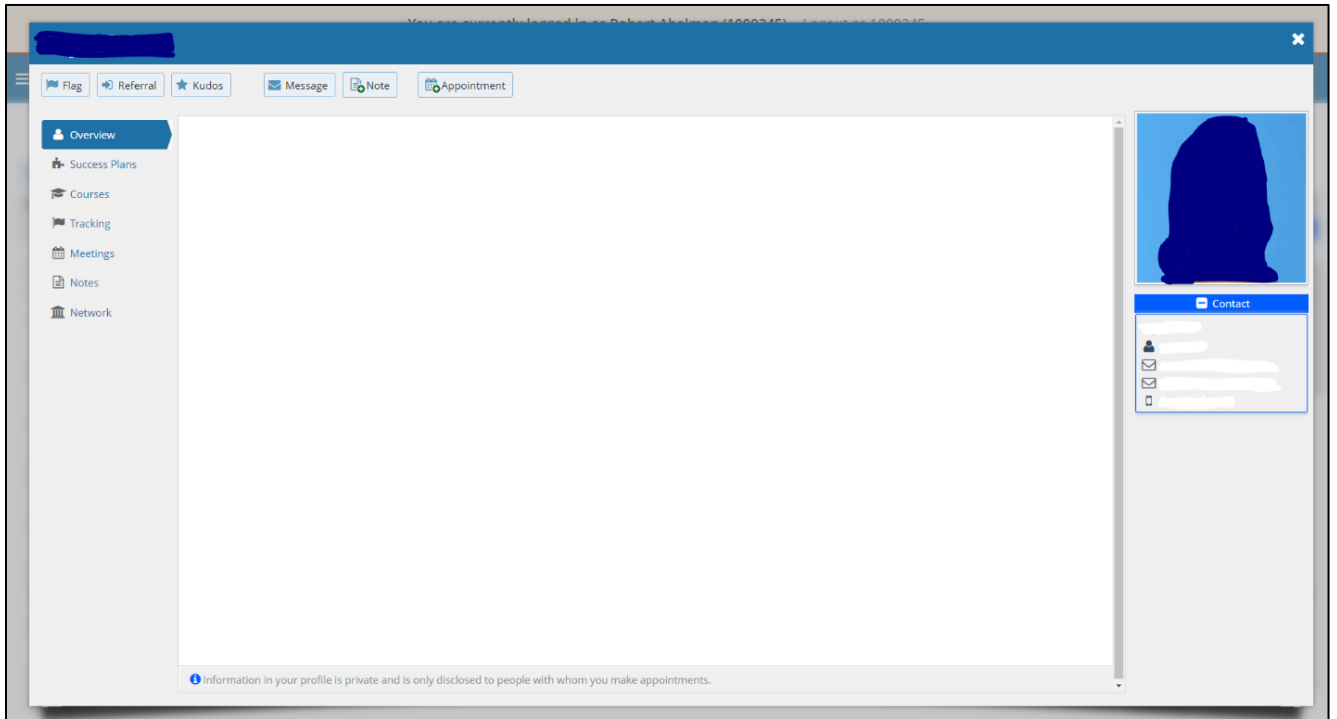


The screenshot shows the Starfish interface with the search results for a student. The "MY STUDENTS" tab is selected. The search bar contains the text "Student Name, Username, or ID" and a "Go" button. The search results show a list of students with columns for Name, Email, Phone, and Cell Phone. The "Connection" dropdown menu is open, showing options for "All My Students" and "Media Criticism-501" (COM.327.501.1020 and COM.327.501.1030). The "Term" dropdown menu is set to "Active".

4. Once you’ve located a particular student, click on the blue listing of that student’s name. The seven subtabs will show you the following information about the student.

- Overview: Information here depends on your current role in Starfish
- Success Plans: Plans of flags and to-do’s assigned to student
- Courses: Courses in which the student is enrolled during the current semester
- Tracking: Any active flags or to-dos for this student
- Meetings: Past, present and future appointments with advisors, tutors, and

- faculty (certain confidential appointments will not be visible)
- Notes: Summaries of content in previous appointments, plus additional notes left by advisors, tutors, and faculty
- Network: Specific individuals (faculty and staff) who have support relationships with this student



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