Filtering Viewable Students
How to Sort Which Students You Can See in Starfish
Login

• [Starfish Login Page](http://uri.edu/starfish) <<< Click here
• Use your single sign-on credentials (URI email and Microsoft 365 password).
• Detailed instructions for setting this up can be found here: https://web.uri.edu/its/office-365.
• You can find other resources and the link to the login page at [http://uri.edu/starfish](http://uri.edu/starfish)
Viewing Your Students

First, go to your main menu in the upper left hand corner, and click “Students”.
Viewing Your Students
It will bring you to this screen. Here you can view all of your students by your connection to them, term, or other filters.
Searching for Students

We will be focusing on this top bar. Here, you can do all of your sorting and filtering.

First, you can search for any of your students by name or ID number using the search bar in the upper left hand corner.
Filtering by Connection

Next, we look at the “Connection” drop down menu.

This menu lets you sort your students based on your relationship to them. As you can see on the left, you can sort your students based on being their instructor, their advisor, or any other role you hold in Starfish. ”All My Students” allows you to see any student that is connected to you via a role.
Filtering by Term

You can also sort by Term. You can select to view your students in the current term, referred to as “Active”, in a previous term, such as “Spring 2016”, students who are “Ongoing”, (meaning your relationship to them isn’t restricted by a term) and ”All”, which shows you all of your students regardless of term.

We recommend Active as the default.
You can also create customized filters to narrow your results list even further. The Additional Filters feature allows you to select students based on specific tracking items (e.g. flags, kudos), meeting dates, meeting reasons, and organization membership.
Have a Starfish question?

Send us an email at starfish@etal.uri.edu and we would be more than happy to help!