

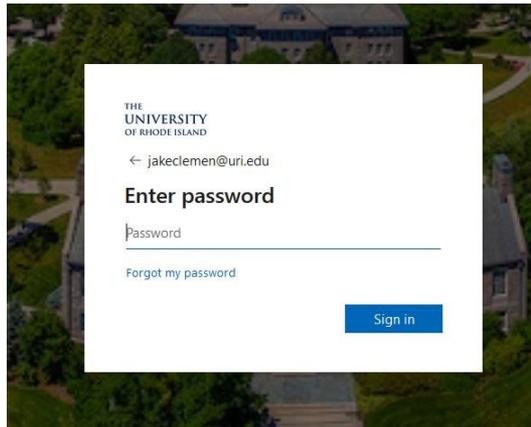
Filtering Viewable Students

How to Sort Which Students You Can See in Starfish



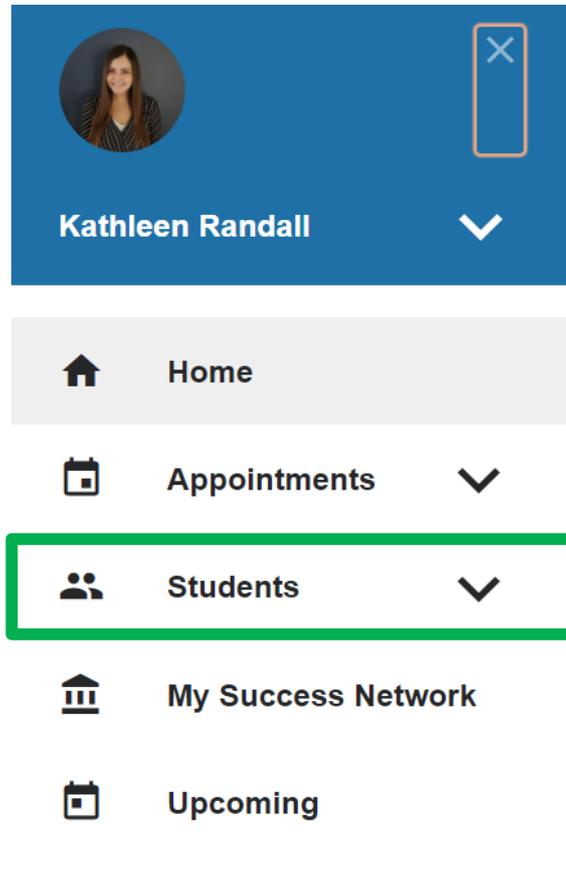
Login

- [Starfish Login Page](#) <<< 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>



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Viewing Your Students



First, go to your main menu in the upper left hand corner, and click “Students”.

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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.

Starfish Search for Students

MY STUDENTS TRACKING INTAKE ZOOM IN ATTENDANCE

Flag Referral To-Do Kudos Success Plan Message Note Download

Search: Connection: Term: Cohort: Additional Filters:

<input type="checkbox"/>	Name ▲	Email	Phone	Cell Phone
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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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.

The screenshot shows the top navigation bar of the Starfish system. On the left, there is a hamburger menu icon and the text "Starfish". On the right, there is a search bar with a magnifying glass icon and the placeholder text "Search for Students". Below the navigation bar, there are five tabs: "MY STUDENTS" (highlighted in orange), "TRACKING", "INTAKE", "ZOOM IN", and "ATTENDANCE". Below the tabs, there is a row of action buttons: "Flag", "Referral", "To-Do", "Kudos", "Success Plan", "Message", "Note", and "Download". Below the action buttons, there is a search section with a "Search" label, a text input field containing "Student Name, Username, or ID", and a "Go" button. To the right of the search section, there are three dropdown menus labeled "Connection" (with "All My Students" selected), "Term" (with "Active" selected), and "Cohort". To the right of these dropdowns is an "Additional Filters" section with an "Add Filters" button.

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Filtering by Connection

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

The screenshot shows the Starfish interface with the 'MY STUDENTS' tab selected. Below the navigation tabs are several action buttons: Flag, Referral, To-Do, Kudos, Success Plan, Message, Note, and Download. A search bar is present with the placeholder text 'Student Name, Username, or ID'. To the right of the search bar is a filter menu with a red border around the 'Connection' dropdown. The 'Connection' dropdown is currently set to 'All My Students'. Other filters include 'Term' (set to 'Active') and 'Cohort'. An 'Add Filters' button is located to the right of the filter menu.

This close-up shows the 'Connection' dropdown menu. The menu is open, displaying a list of options. The first two options, 'All My Students' and 'All My Students', are highlighted with a green border. The other options are 'General Advisor', 'Instructor', 'UCAS Academic Advisor', 'Academic and Career Decisions', and 'UCS 270 - 0001 - Spring 2019: Academic and Career Decisions'.

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.

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Filtering by Term

MY STUDENTS TRACKING INTAKE ZOOM IN ATTENDANCE

Flag Referral To-Do Kudos Success Plan Message Note Download

Search: Student Name, Username, or ID [Go] Connection: All My Students Term: Active Cohort: Additional Filters: Add Filters

Term

- Ongoing
- Active
- All
- Ongoing
- Spring 2016
- Fall 2016
- Fall 2017
- Fall 2018

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.*

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Custom Filter

MY STUDENTS TRACKING INTAKE ZOOM IN ATTENDANCE

Flag Referral To-Do Kudos Success Plan Message Note Download

Search: Student Name, Username, or ID **Go**

Connection: All My Students Term: Active Cohort: **Additional Filters** **Add Filters**

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: [Dropdown]

Closure Reason: [Dropdown]

Item Name: [Dropdown]

Created By: Anyone Me Role [Dropdown]

Course Context: [Dropdown]

Due Date: [Dropdown]

Creation Date: Start [Calendar] to End [Calendar]

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.

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Have a Starfish question?

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