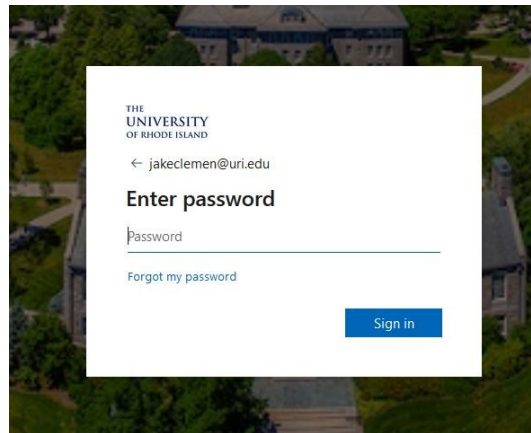


Filtering Viewable Students

How to Sort Which Students You Can See in Starfish

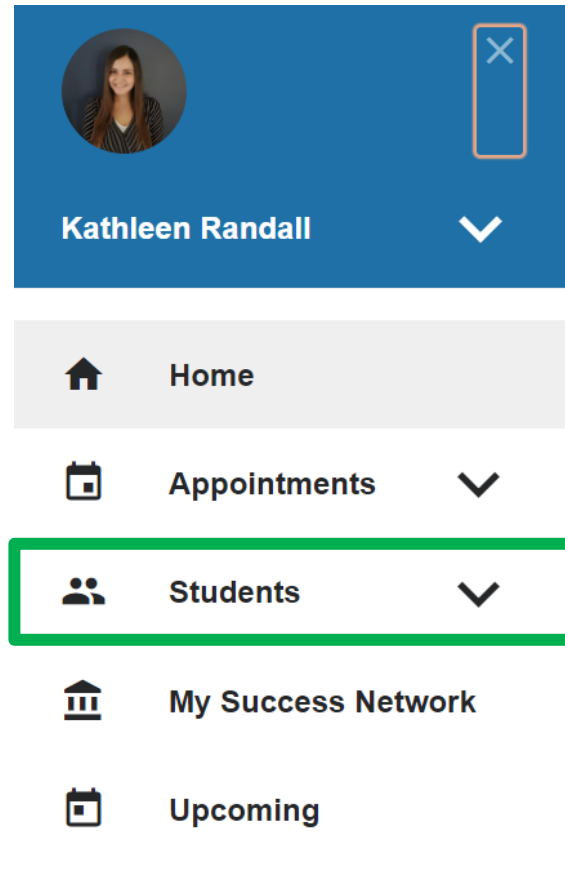
Login

- [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”.

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

Student Name, Username, or ID

Go

Connection

All My Students




Term

Active

Cohort

Additional Filters

Add Filters

<input type="checkbox"/>	Name ▲	Email	Phone	Cell Phone
<input type="checkbox"/>	 [Redacted]			
<input type="checkbox"/>	 [Redacted]			
<input type="checkbox"/>	 [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 displays the Starfish application interface. At the top, a blue header bar contains the 'Starfish' logo on the left and a search bar on the right with the placeholder text 'Search for Students'. Below the header, a navigation bar features five tabs: 'MY STUDENTS' (highlighted with an orange border), 'TRACKING', 'INTAKE', 'ZOOM IN', and 'ATTENDANCE'. Under the 'MY STUDENTS' tab, there is a row of action buttons: 'Flag', 'Referral', 'To-Do', 'Kudos', 'Success Plan', 'Message', 'Note', and 'Download'. Below these buttons, a search section is highlighted with a green border. It includes a 'Search' label, a text input field with the placeholder 'Student Name, Username, or ID', and a blue 'Go' button. To the right of the search section, there are three dropdown menus labeled 'Connection' (set to 'All My Students'), 'Term' (set to 'Active'), and 'Cohort'. Further right is an 'Additional Filters' section with a blue 'Add Filters' button.

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Filtering by Connection

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

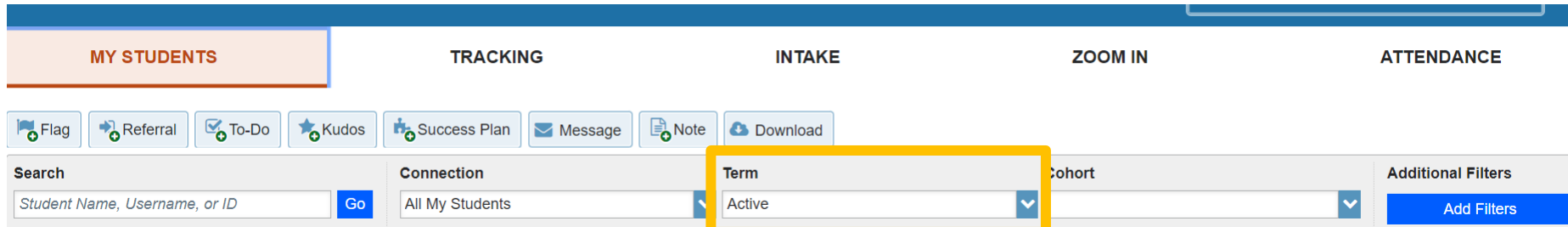
The screenshot shows the Starfish system interface. At the top, there are tabs for 'MY STUDENTS' (highlighted), 'TRACKING', 'INTAKE', 'ZOOM IN', and 'ATTENDANCE'. Below these tabs is a row of action buttons: 'Flag', 'Referral', 'To-Do', 'Kudos', 'Success Plan', 'Message', 'Note', and 'Download'. Below the buttons is a search bar with the placeholder text 'Student Name, Username, or ID' and a 'Go' button. To the right of the search bar is a 'Connection' dropdown menu, which is highlighted with a red box. The dropdown menu is currently set to 'All My Students'. To the right of the 'Connection' dropdown is a 'Term' dropdown menu, which is currently set to 'Active'. To the right of the 'Term' dropdown is a 'Cohort' dropdown menu, which is currently set to an empty value. To the right of the 'Cohort' dropdown is an 'Additional Filters' button. Below the search bar and dropdown menus is a blue button labeled 'Add Filters'.

This is a close-up of the 'Connection' dropdown menu. The menu is open, showing a list of options. The first option is 'All My Students', which is highlighted with a green box. Below it are 'General Advisor', 'Instructor', 'UCAS Academic Advisor', 'Academic and Career Decisions', and 'UCS 270 - 0001 - Spring 2019: Academic and Career Decisions'. The dropdown menu has a scroll bar on the right side.

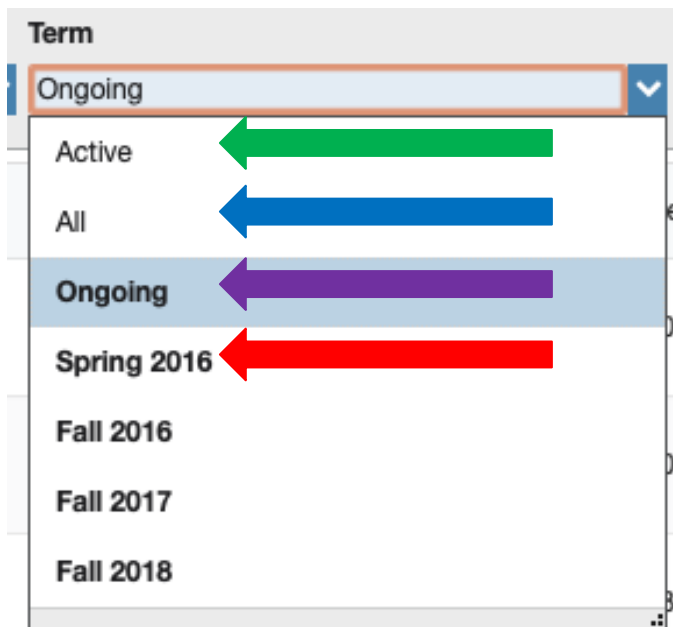
This menu lets you sort your students based on your relationship to them. As you can see on the left, you can sort your students based on being their instructor, their advisor, or any other role you hold in Starfish. “**All My Students**” allows you to see any student that is connected to you via a role.

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Filtering by Term



The screenshot shows the 'MY STUDENTS' tab selected. Below the navigation tabs (TRACKING, INTAKE, ZOOM IN, ATTENDANCE) are action buttons: Flag, Referral, To-Do, Kudos, Success Plan, Message, Note, and Download. The filter section includes a search bar, a 'Connection' dropdown set to 'All My Students', a 'Term' dropdown set to 'Active' (highlighted with a yellow box), a 'Cohort' dropdown, and an 'Additional Filters' button.



The 'Term' dropdown menu is open, showing options: Ongoing, Active, All, Ongoing, Spring 2016, Fall 2016, Fall 2017, and Fall 2018. Colored arrows point to each option: a green arrow to 'Active', a blue arrow to 'All', a purple arrow to the second 'Ongoing', and a red arrow to 'Spring 2016'.

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

Closure Reason

Item Name

Created By

☒ Anyone ☐ Me

☐ Role

Course Context

Due Date

Creation Date

Start

to

End

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!