UNCW® STARFISH

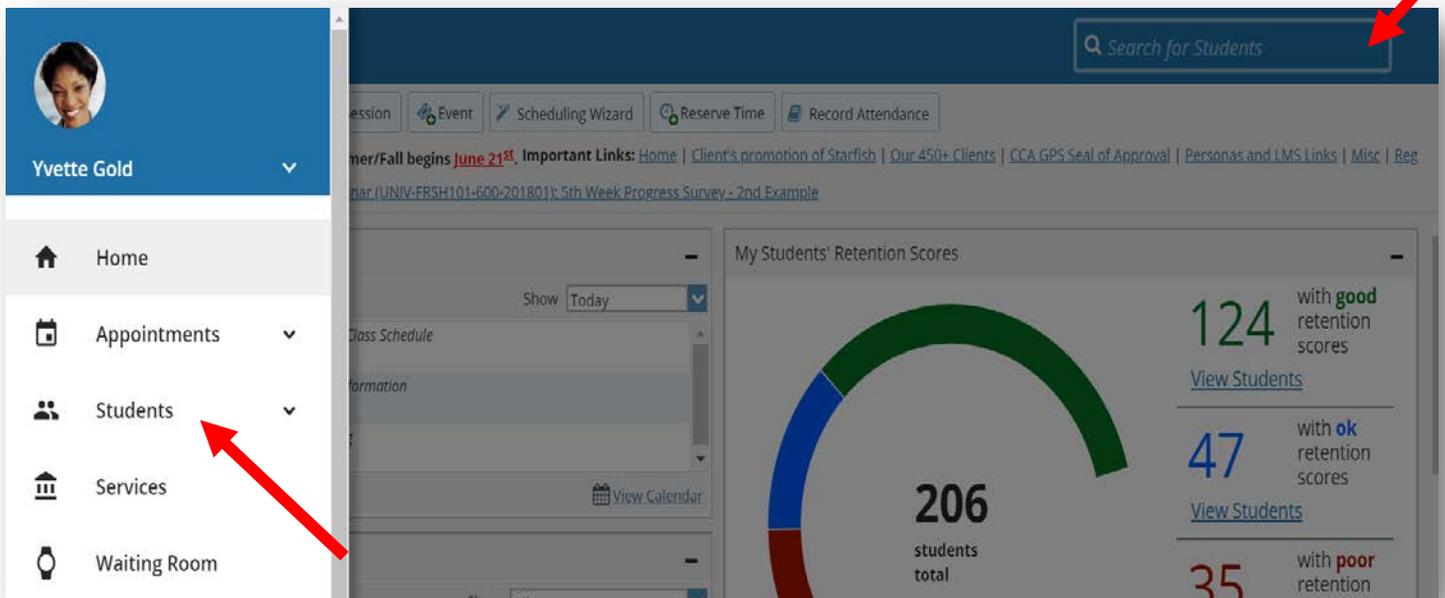## Navigating My Student List: Viewing Student Information

A student's folder in Starfish includes academic information imported from BANNER, as well as a record of meetings, notes, attachments, and tracking items.
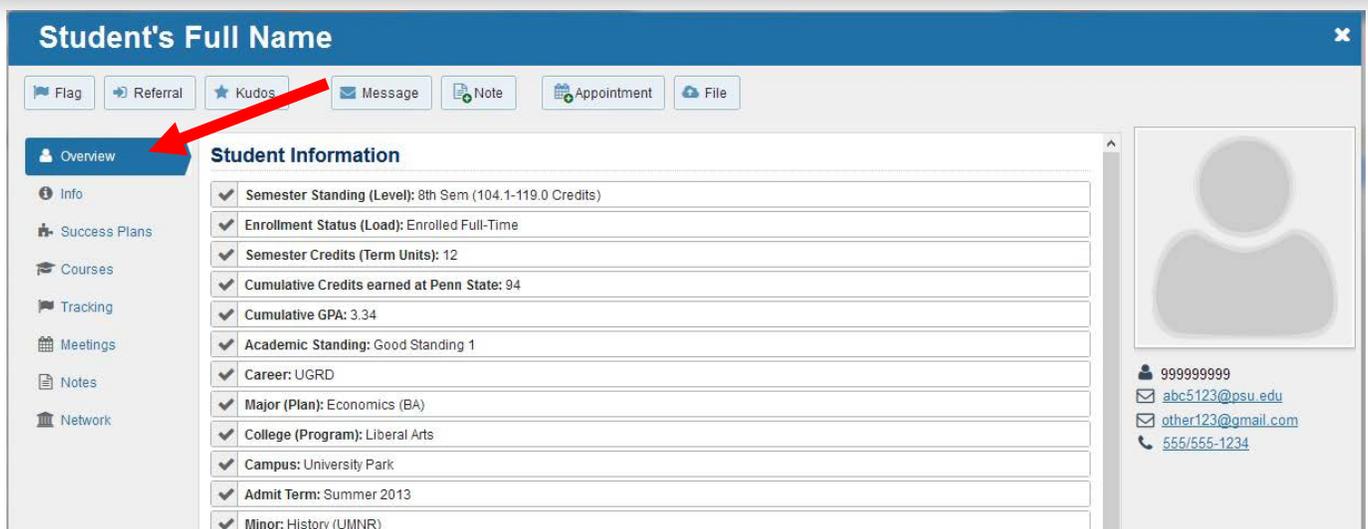
The Student Folder:

The **Overview Tab** of the student folder displays academic information imported from BANNER, such as current program of study, contact information, GPA, **registration PIN#, registration time-ticket**, and other summary information about a particular student.

Banner is considered the authoritative source for a student's academic record, however, this snapshot makes accessing information quick and easy.

1. Login to Starfish

2. Click the **Student Profile** from the Navigation Bar or Enter a Student's Name or 850# in the **Quick Search** box

3. The **Information Tab** displays detailed admissions information and enrollment data.

4. The **Success Plans** tab has not yet been implemented for UNCW, so this field is blank.

5. The **Courses Tab** displays current term course information.

6. The **Tracking Tab** displays all created, active, or resolved tracking items on a particular student. You can filter this list to only view active flags, kudos, or referrals.

7. The **Meetings tab** is a summary of all appointment activity on a particular student. The **Notes tab** displays any notes entered about a particular student.

8. The **Network tab** displays instructors, advisors, and other support staff that have a primary relationship with the student.

How to Filter Students Based on Attributes

Filters allow you to find students who meet particular criteria. Any category of information found on the Overview Tab of a student's folder, is available as a filter value. Filters are treated as an "AND" value, so the system will only show students who meet all of the values specified.

> Important Notes:
>
> Once a filter is applied, **it remains in place** until you choose to clear it, **even if you log out** of Starfish.

1. From the **My Students** tab, select the **Add Filters** feature.

2. This will bring up a new box, where you can **filter** your list further by **tracking items** (i.e. flags, kudos, referrals) **or attributes** (i.e. Academic Standing/GPA, Registration Timetickets, Program of Study, Student Type). The **cohort or relationships** filter allows you to group students by role (i.e. instructor, primary advisor), while the **meetings** filter allows you to group by scheduled appointment.

The **Meetings** filter allows you to see a list of students who have (or have not) scheduled a meeting with you by a certain date. For example, this could be **useful in tailoring** your email communications to only invite students to schedule meetings for registration who haven't yet already done so.

Training Resources:

- Watch the Starfish Filters Video from Clarke University for a demonstration of this feature

Questions? Email starfish@uncw.edu