

## Navigating My Student List: Viewing Student Information

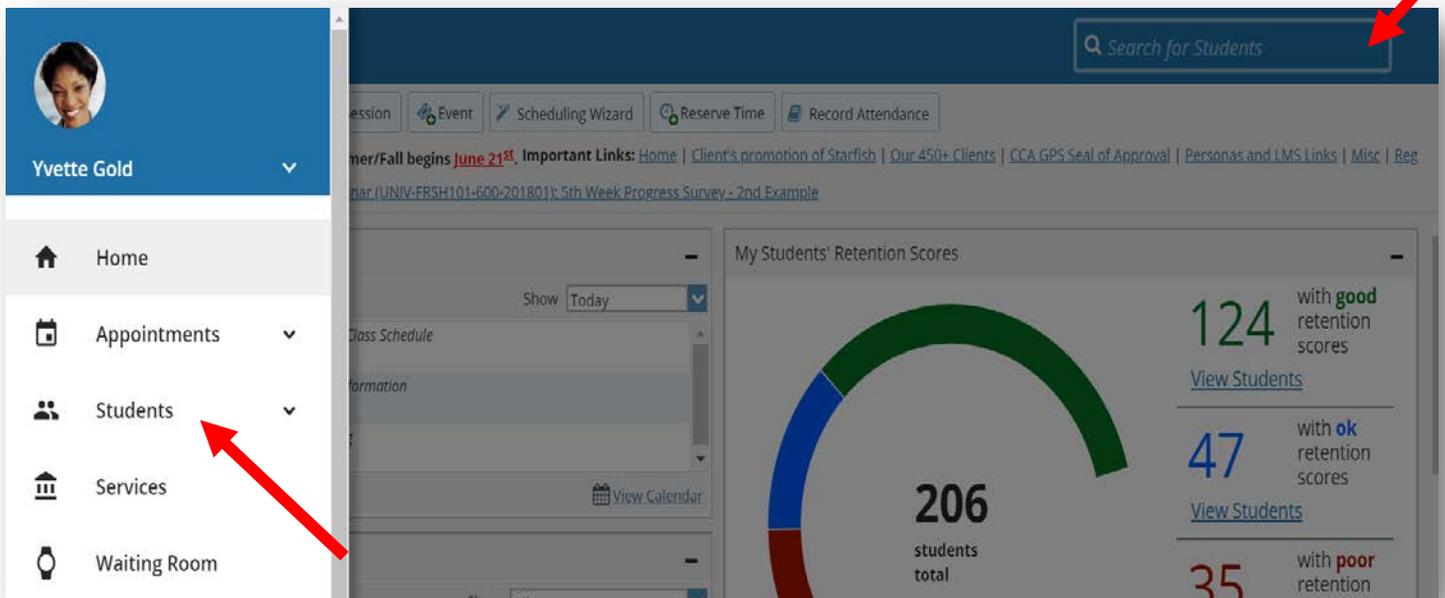
A student's folder in Starfish includes academic information imported from BANNER, as well as a record of meetings, notes, attachments, and tracking items.

### The Student Folder:

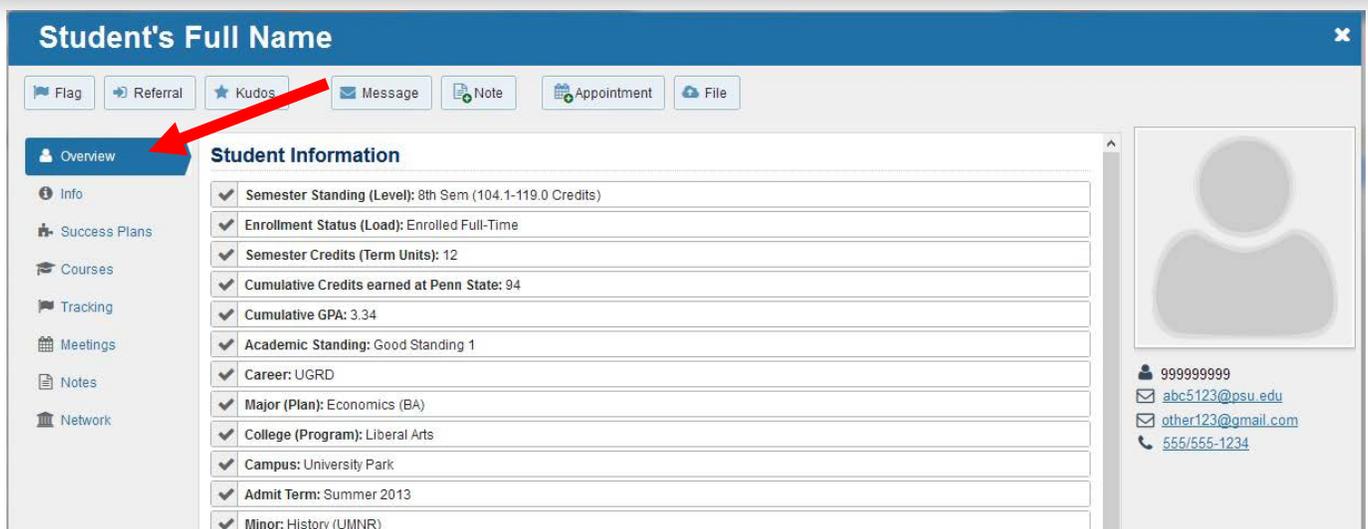
The **Overview Tab** of the student folder displays academic information imported from BANNER, such as current program of study, contact information, GPA, **registration PIN#**, **registration time-ticket**, and other summary information about a particular student.

*\*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



The screenshot shows the Starfish interface. On the left is a navigation bar for user 'Yvette Gold' with options: Home, Appointments, Students (highlighted with a red arrow), Services, and Waiting Room. The main area shows a search box 'Search for Students' (with a red arrow pointing to it) and a 'My Students' retention scores chart. The chart shows 124 students with good retention scores, 47 with ok retention scores, and 35 with poor retention scores. A total of 206 students is shown.



The screenshot shows a student's full profile page titled 'Student's Full Name'. The 'Overview' tab is selected (with a red arrow). The 'Student Information' section lists the following details:

- ✓ Semester Standing (Level): 8th Sem (104.1-119.0 Credits)
- ✓ Enrollment Status (Load): Enrolled Full-Time
- ✓ Semester Credits (Term Units): 12
- ✓ Cumulative Credits earned at Penn State: 94
- ✓ Cumulative GPA: 3.34
- ✓ Academic Standing: Good Standing 1
- ✓ Career: UGRD
- ✓ Major (Plan): Economics (BA)
- ✓ College (Program): Liberal Arts
- ✓ Campus: University Park
- ✓ Admit Term: Summer 2013
- ✓ Minor: History (UMNR)

Contact information is also visible on the right:

- 999999999
- abc5123@psu.edu
- other123@gmail.com
- 555/555-1234

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.

The screenshot shows the Starfish interface. At the top, there is a search bar labeled "Search for Students". Below it, there are two tabs: "My Students" and "Tracking". Under the "My Students" tab, there are several action buttons: Flag, Referral, Kudos, Success Plan, Message, Note, and Download. Below these buttons, there is a search section with a text input field containing "starfish" and a "Go" button. To the right of the search section, there are two dropdown menus: "Connection" set to "All My Students" and "Term" set to "Active". To the right of these dropdowns is a blue button labeled "Additional Filters" with the text "Add Filters" below it. A red arrow points to this button. Below the search and filter section, there is a table with columns for Name, Email, Phone, and Cell Phone. The first row shows a student named "Starfish Student" with ID "99999" and email "starfishstudent99999@uncw.edu". At the bottom of the page, there is a pagination section with buttons for "First", "Previous", "1", "Next", and "Last", along with the text "Total students selected: 0" and "Displaying Students 1 - 1 of 1".

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.

Additional Filters

Tracking Items  
Cohorts & Relationships  
Meetings  
Success Plans  
Attributes

Add Attribute

Attribute	Value
Current Term Credits Earned	<input checked="" type="radio"/> Assigned to Student
Current Term GPA	<input type="radio"/> Not Assigned to Student
Earned Hours	<input type="radio"/> Specific Value
FYSA Student	
First Term	
Holds	
Honors Student	
International Student	
Issac Bear Student	
Last Term	
Marmara University	
<b>PINS</b>	
RIBN Student	
Registered Next Term	

This filter only returns students for whom you have permissions to view attribute data.

\* Required fields

Clear All Filters Never Mind Submit

#### Important Notes:

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](mailto:starfish@uncw.edu)