Instructor i. My Students Tab (Student List)

The **My Students** tab provides you a list of all the students with whom you have a connection. You can view your list by a specific role or connection or your entire list at once (All My Students). This tab is useful in searching for a specific student or if you want to view students in a particular course.

1. Access Starfish through:
    1. myCourses by clicking the **Starfish button** or the hyperlink
    2. SIS by clicking the **Starfish tile** on the Teaching, Advising & Support page

2. From the Starfish homepage, click the navigation **Menu** in the upper left corner of the screen and click **Students**
3. Select **My Students** to view a list of all undergraduate students to whom you have a connection
4. **Search** for an individual student on the **My Students** tab by:
    1. Student name: type the student's name into the **Search** field
    2. **Connection**: select your connection to the student (by class or role)

5. **Term**: choose a specific term or select **Active** for the current term
6. Select **Add Filters** to search by more detail
    1. Tracking items
    2. Cohorts & Relationships
    3. Attributes (accessible only if you have an advisor connection with the student):
        1. Academic Standing
        2. Attempted Credits
        3. Campus
        4. Class level (year level)
        5. Completed Credits
        6. Cumulative GPA
        7. Honors Program
        8. Major
        9. Minor
        10. Program Name

IMPORTANT: If there is a checkmark visible by the Additional Filters header, a filter is currently in place. You can clear the filters by clicking the blue (X) under the checkmark or by clicking on the **Clear All Filters button** in the Additional Filters window. You will need to clear the filters before using the search feature again or to view your entire student list.