

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)

The screenshot shows the Starfish web application interface. At the top is a blue header with the Starfish logo and a hamburger menu icon. Below the header are three tabs: "My Students" (selected), "Tracking", and "Instructor Surveys". Under the "My Students" tab, there are several action buttons: "Flag", "Referral", "To-Do", "Kudos", "Success Plan", "Message", and "Note". Below these buttons is a search section with a text input field labeled "Search" containing the placeholder "Student Name, Username, or ID" and a "Go" button. To the right of the search field are two dropdown menus: "Connection" (set to "All My Students") and "Term" (set to "Active"). Below the search section is a table with columns for "Name", "Success Score", "Instructor", "Phone", and "Cell Phone (not".

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.