

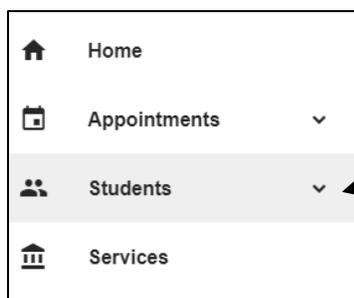
Starfish Guide: Viewing Students Not Registered

The BSU Not Registered flag for a specific semester is a system-raised flag on undergraduate students who do not have grad plans filed to graduate the current semester and are not registered for the next fall or spring semester.

The system automatically resolves this flag when the student registers for classes.

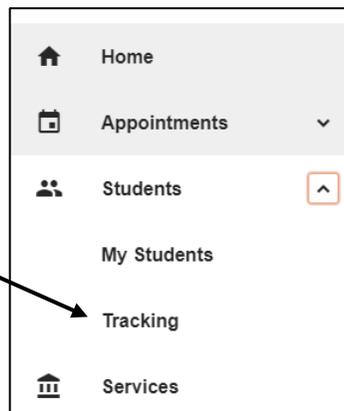
Do the following to see which non-graduating undergraduate students have not yet registered for next semester:

Log into Starfish via the MyBSU portal and click the **Menu** button in the upper left-hand corner.



Click the **Students** menu

Then select **Tracking** from the Student menu



Set your Connection based on your relationship with the student, for example, Academic Advisor, Beaver Success Coach, Department Chair, Athletic Coach, Program Director, etc.

A dropdown menu with the label "Connection" above it. The selected option is "Academic Advisor". A blue downward arrow is visible on the right side of the dropdown box.

Click **Add Filters**

Additional Filters

Add Filters

- Select Tracking Items
- Check the **Active** Status button if it is not already selected
- Select **Flag** as the Tracking Type
- Select **BSU Not Registered Fall 2020** as the Item Name
- Click the **Submit** button

Additional FiltersClear All Filters Never Mind Submit

Tracking Items ▼

Cohorts & Relationships

Meetings

Success Plans

Attributes

Students with Tracking Items

Status Active Resolved Both

Tracking Type ▼ ?

Closure Reason

Item Name ▼

Created By Anyone Me

Role

Assigned To All assigned and unassigned

Unassigned

Me

User ▼

Role ▼

Course Context ?

Due Date

Creation Date 📅 to 📅 ✕

*Caution: be careful to select the **BSU Not Registered Fall 2020** flag in the Item Name menu.*

Using Starfish to Contact Students

- Select a student to open their Student Overview.
- The student's email address and phone number are beneath the student's picture
- Click on the email address to create an email message to the student.

To email all non-graduating students who are not registered for next semester

Once you have filtered your to get a list of those not registered for next semester, select the checkbox next to the **Name** heading in the student list

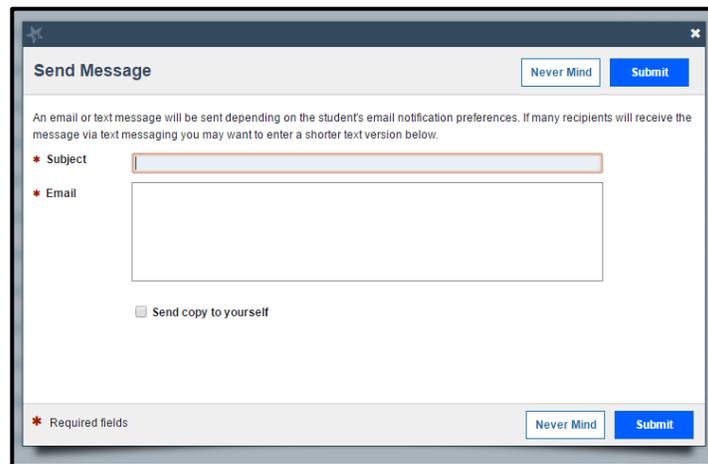


This will select all students in the list (not just those on the current screen as in the past).

1. Click on the **Message** button at the top of the screen.



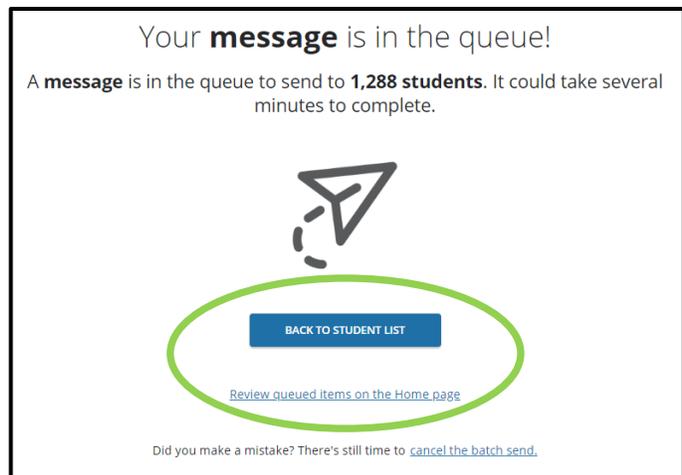
2. Write your email as you normally would with a Subject Line and Email Content and then click the **Submit** button.

A screenshot of a 'Send Message' form. It has a title bar with 'Send Message' and 'Never Mind' and 'Submit' buttons. Below the title bar is a note: 'An email or text message will be sent depending on the student's email notification preferences. If many recipients will receive the message via text messaging you may want to enter a shorter text version below.' There are two required fields: 'Subject' and 'Email'. There is a checkbox for 'Send copy to yourself'. At the bottom, there are 'Never Mind' and 'Submit' buttons and a note '* Required fields'.

After confirming the requested action, you will be taken to a page that reads “Your message is in the queue!”

Do NOT exit out of this browser page or there may be issues with the batch job that processes the request.

Select either Back to Student List or Review queued items on the Home” page to process the message as expected.



FAQs

- Your email message will come from your BSU-designated email address.
- All students will be blind copied (BCC) on the email message and will not be able to see who else it was sent to.
- If a student replies to your message, it will go to your BSU-designated email address. You do not need to log in to Starfish to view the response.
- A copy of your message will not be placed in your Sent Items folder in your BSU email account. If you want a copy of the email message for your records, check the **Send a copy to yourself** box.
- No attachments can be added to message content at this time.