

# Starfish Guide: Finding and Viewing Student Information

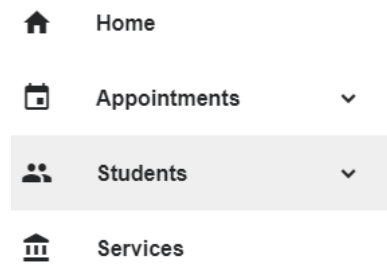


Faculty and Staff can view information on students with whom they have a BSU-sanctioned relationship.

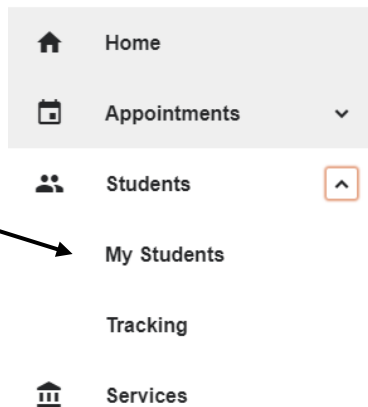
To find students

Log into Starfish via the MyBSU portal.

Click the Menu button in the upper left-hand corner.



Click the Students menu



Then click on My Students

Search by full or partial name or by student ID in either

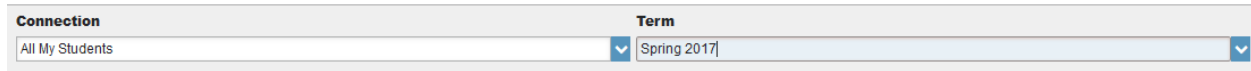
the Search for Students box



or in the Student Name field.

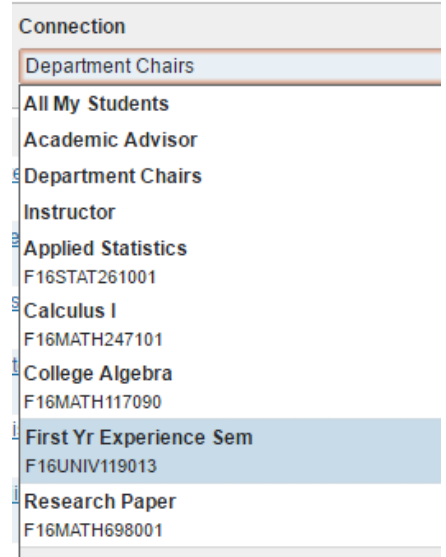


Or filter for the applicable Term and then filter your students by using the Connection drop-down menu.



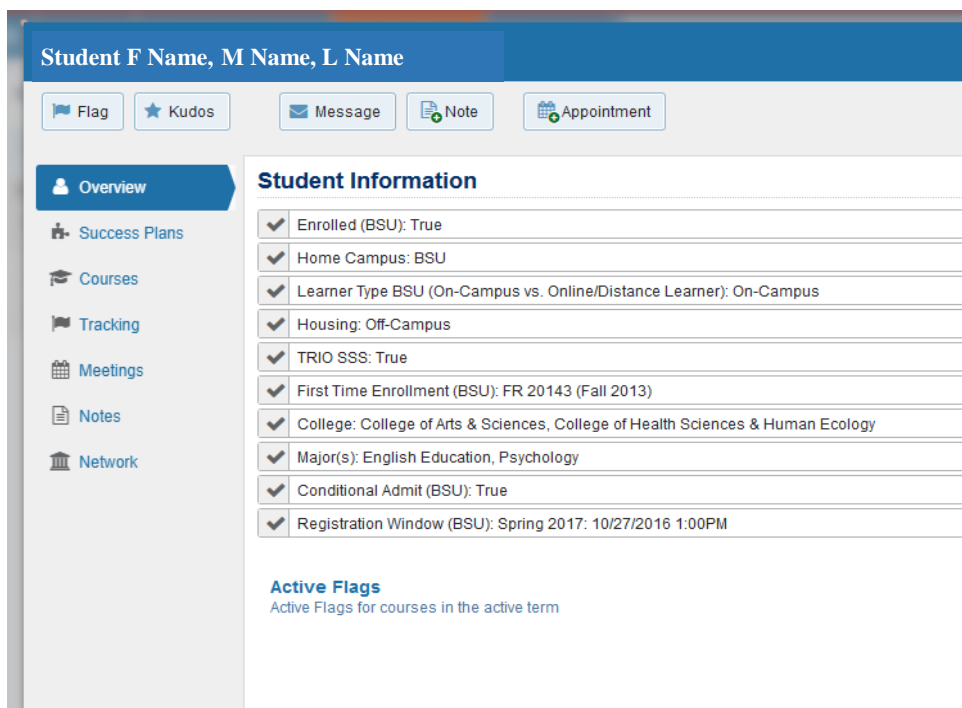
Faculty can filter by:

- All My Students: shows a combined list of advisees and students from your courses
- Academic Advisor: shows a list of your current semester advisees. The term must be set to Active or Ongoing to see the Advisor Connection.
- Instructor: Shows a combined list of all students from all of your courses for the current term
- Individual Course Name: Displays course roster for individual course



Department Chairs: This connection is accessible only to department chairs and shows students majoring in all of the department’s programs

Once you have located a particular student, click on their name to find information about that student.

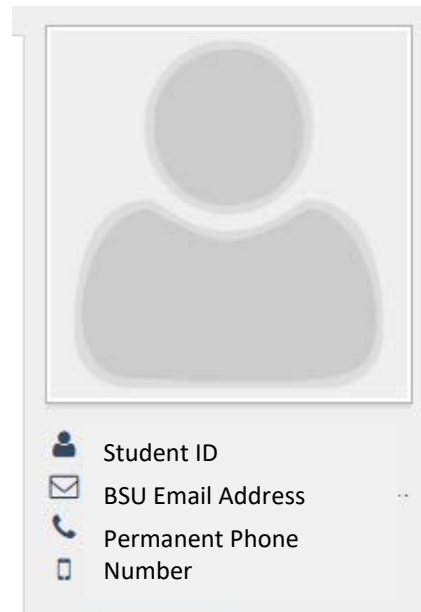


The seven sub-menus on the left will show the following information about the student:

- Overview: displays attributes that apply to the student.
- Success Plan: are currently not in use.
- Courses: displays courses in which the student is enrolled; term can be adjusted through the drop-down menu
- Tracking: Any flags or kudos raised on this student
- Meetings: Past, present, and future appointments scheduled through Starfish with advisors and faculty (certain confidential appointments will not be visible)
- Notes: Summaries of content in previous appointments made through Starfish, plus additional notes left by advisors and faculty; messages are not viewable to anyone but the originator of the message.
- Network: Current semester professors and advisor

The right-hand side shows the student's profile picture, ID, and contact information.

Clicking on the student's email address opens a new email message in Outlook from you to the student



The bottom of the screen shows any active flags for the student and the courses the student is taking for the current term.

#### Active Flags

Active Flags for courses in the active term

