



Starfish | Student Success Platform

SUNY NEW PALTZ

Starfish Census Survey Filtering

Welcome to Starfish® @ SUNY New Paltz!

Starfish is an easy-to-use platform that gives you the opportunity to connect on another level and help improve student success and persistence.

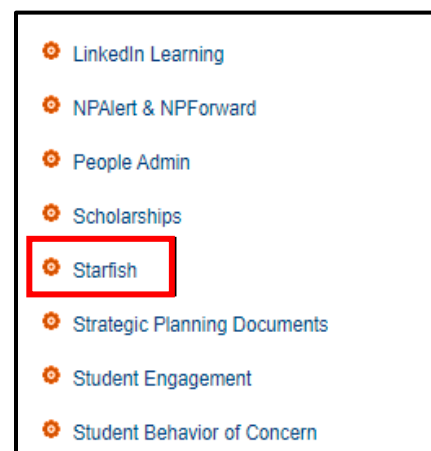
Everyone has a role in student success at SUNY New Paltz!

Helping our students be successful is a team effort. Depending on your role within the institution, however, you will likely have very specific priorities and goals in mind when you think about how best to support your students. Starfish works with all members of our institution to address their specific needs.

Getting started is easy!


Log in Directions:

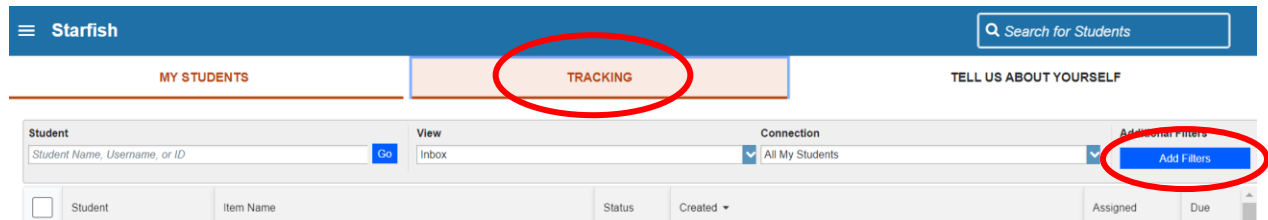
1. Sign in to my.newpaltz.edu.
2. Click “Starfish” Link under “Resources” (left-hand side).



Starfish will automatically display all students that you have been assigned or are enrolled in your courses. From there, you can raise alerts (flags, kudos, & referrals) about students, review alerts that have been raised about your students, and provide additional information.

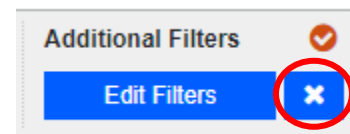
Filtering for OPEN 'Never Attended' Flags

1. Log in to Starfish and click on the **Hamburger Menu** 
2. Select **Students**
3. Make sure you are on the **Tracking** tab

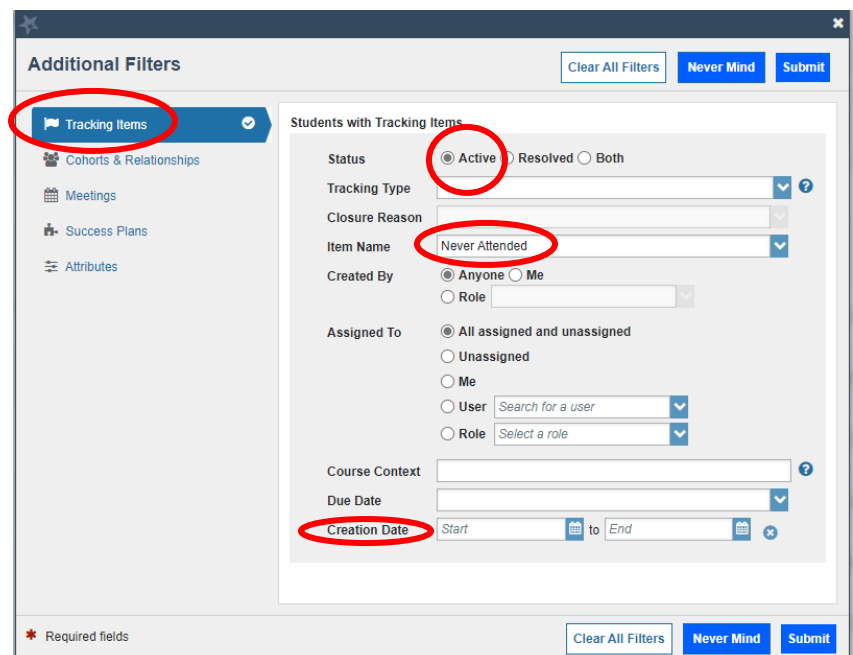


4. If any of your students have an open flag, they will appear here.
5. To filter for the *Never Attended* flag, click the **Add Filters** button on the right side of the header bar, above your list of students.

*If you already have filters on your list (indicated by **'Additional Filters'**), make sure you clear them by clicking the **X** button.



6. From the Additional Filters menu that is presented, make sure you are on the **Tracking Items** tab.

The image shows the 'Additional Filters' dialog box. On the left, there is a sidebar with several tabs: 'Tracking Items', 'Cohorts & Relationships', 'Meetings', 'Success Plans', and 'Attributes'. The 'Tracking Items' tab is selected and circled in red. The main area of the dialog box is titled 'Students with Tracking Items'. It contains several filter options: 'Status' with radio buttons for 'Active' (selected and circled), 'Resolved', and 'Both'; 'Tracking Type' with a dropdown menu; 'Closure Reason' with a dropdown menu; 'Item Name' with a dropdown menu set to 'Never Attended' (circled); 'Created By' with radio buttons for 'Anyone' (selected) and 'Me', and a 'Role' dropdown; 'Assigned To' with radio buttons for 'All assigned and unassigned' (selected), 'Unassigned', 'Me', 'User' (with a search bar), and 'Role' (with a dropdown); 'Course Context' with a text input field; 'Due Date' with a date range selector; and 'Creation Date' with a date range selector (circled). At the bottom, there are buttons for 'Clear All Filters', 'Never Mind', and 'Submit'.

7. Select **Active** to filter for open *Never Attended* flags
 - a. Active = open flags

8. Under **Item Name**, select the flag you want to filter by. In this case, you would select *Never Attended*.
9. You can also filter by **Creation Date** (when the flag was raised).
10. Click **Submit**.