

For Instructors  
**S&T Connect- Navigating and Locating Student Information**

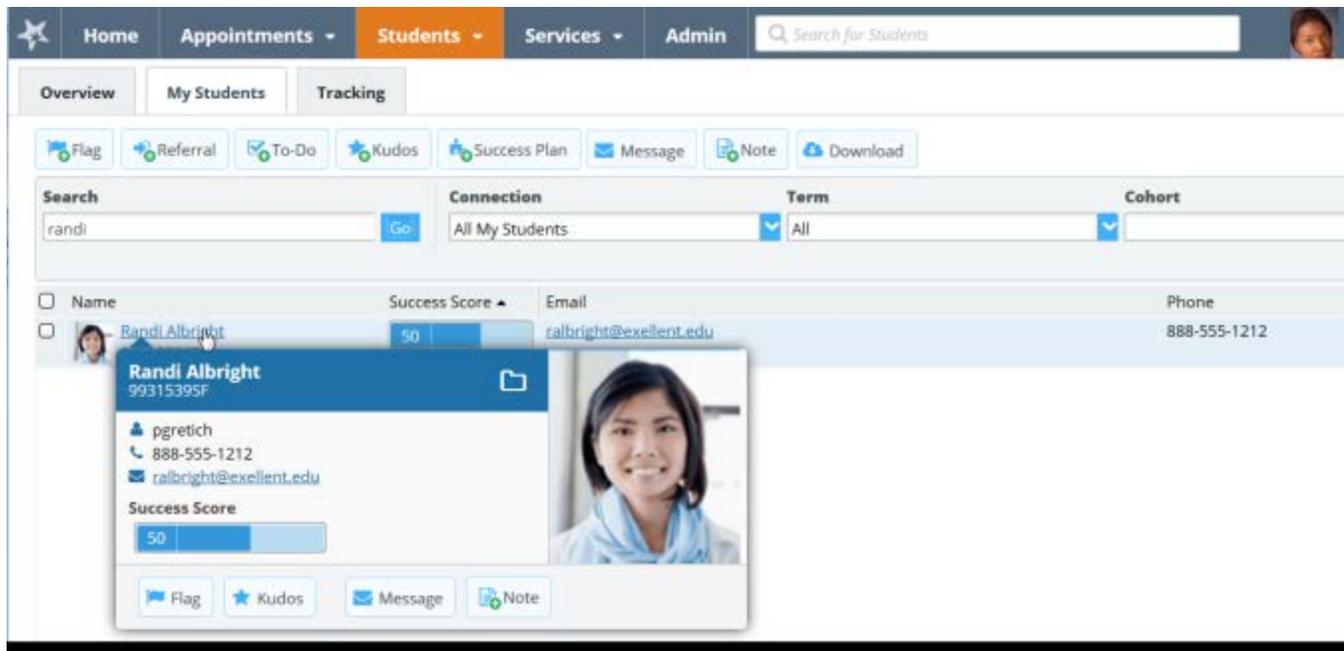


**Welcome to S&T Connect – Navigating and Locating Student Information**

There are many reasons why you may want to look up student information, whether it is checking on past meeting information or notes, if they have any tracking items, or if you want to get a snap shot of the student's information. In this guide, you learn techniques on how to navigate through S&T Connect to find student information.

**From the Students Tab**

1. Select the **Students** tab from the top level navigation. (If you don't have a **Students** tab, you do not have any available relationships to students.)
2. Select the **My Students** sub-tab from within the Students tab.
3. Ensure that you have your "All My Students" connection, or the relevant connection between you and the desired student selected in the Connection drop down box, and that you have the appropriate term(s) selected (e.g. Active terms).
4. Type part of the student name, email address, or ID into the Student Search box in the header of the list of students and click the **Go** button.

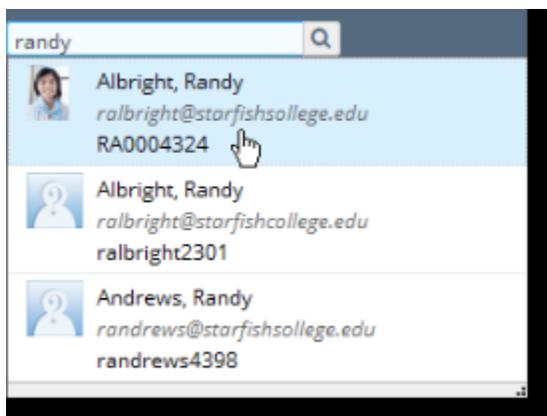


5. Click on the student's name from the list of results presented.

These same steps apply if you are on the Tracking sub-tab, however your results will be limited to your students who have a tracking item.

## Quick Search

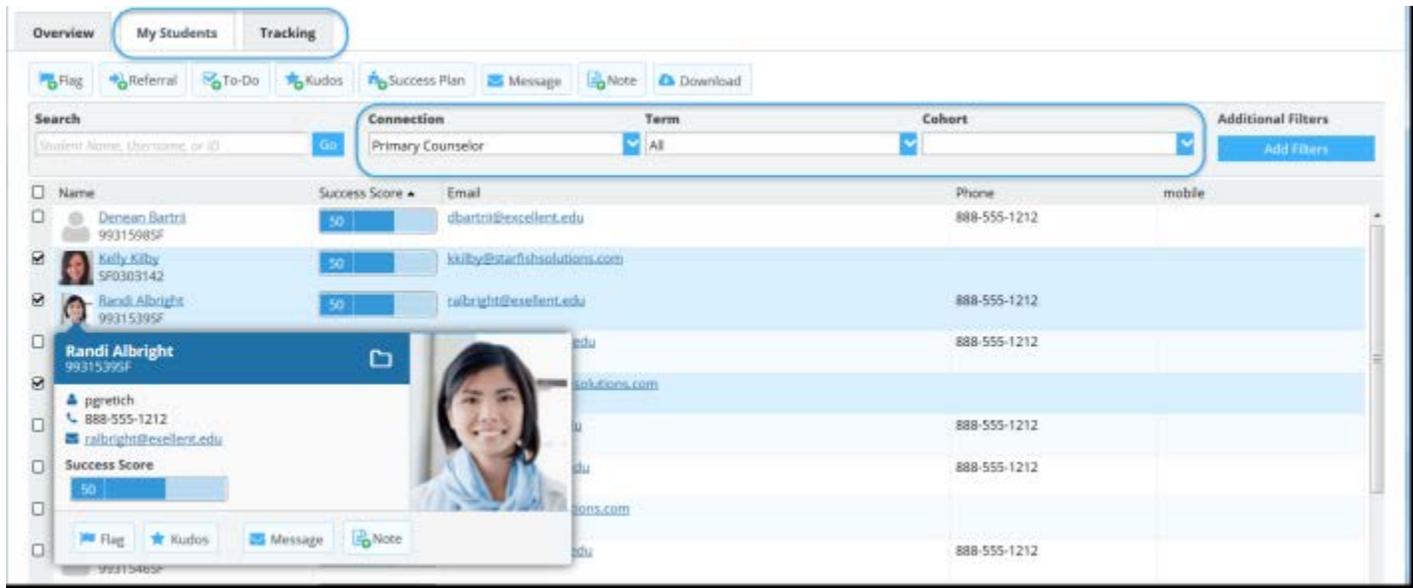
1. Enter part of the name or student ID of the desired student in the student search box at the top of your screen, to the left of your profile.
2. Select the **student** from the list of results.



This will open the selected student's folder.

## Filter Student Lists by Connection and Term

On both the My Students and Tracking sub-tabs within the Students tab of S&T Connect, you have the ability to filter the list of students presented based on your connection to a group of students, and the term within which that connection is valid.



The screenshot displays the S&T Connect interface. At the top, there are tabs for 'Overview', 'My Students', and 'Tracking'. Below these are icons for 'Flag', 'Referral', 'To-Do', 'Kudos', 'Success Plan', 'Message', 'Note', and 'Download'. A search bar is present with the text 'Student Name, Username, or ID' and a 'Go' button. To the right of the search bar are three dropdown menus: 'Connection' (set to 'Primary Counselor'), 'Term' (set to 'All'), and 'Cohort'. An 'Additional Filters' button is also visible. Below the search and filter options is a table of student records. The table has columns for 'Name', 'Success Score', 'Email', 'Phone', and 'mobile'. The first three rows are visible: Denise Bartri (99315985F), Kelly Kilby (SP0303142), and Randi Albright (99315395F). A detailed view of Randi Albright is shown in a pop-up window, including her profile picture, contact information (pgretich, 888-555-1212, ralbright@excellent.edu), and a success score of 50. The pop-up window also has icons for 'Flag', 'Kudos', 'Message', and 'Note'.

1. Select the **Connection** desired from the list presented. This list represents all of the roles you have in the system. The "All My Students" option includes the aggregation of students from all of your available connections.
2. Select the **Term(s)** desired. You can select a particular term, you can select "All terms" to return students from any of the terms in Starfish, or you can select "Active" terms to limit results to only those terms that are currently active.

These filters allow you to work with different groups of students and to narrow your focus to specific student populations. For example, on the My Students sub-tab, you might filter based on your role as instructor in a particular course section, or you might filter based on your role as an advisor for a specific term.

The resulting students list will be filtered to only those students that match your Connection and Term selection.

On the Tracking tab, the Term selection option is not presented on the main header bar, but is available when you click the **Additional Filters** button.

Remember that if you use the search box after filtering by Connection and Term, the student you are looking for may be excluded from the results. For the most complete list of students you have available relationships with in Starfish, clear additional filters, select the "All My Students" option for your connection, and 'All' for your term. (Some functions are not available for students with whom you only have relationships that are in the past or future.)

