How to View Student Tracking Items

Instructors, advisors, and other student-supporting staff have the ability to view flags, kudos, and referrals (tracking items) for those students with whom they have a relationship. Access to view student data is granted on a term-by-term basis and instructors/staff are only able to view tracking items for students they are connected to in the current term.

1. Open Starfish and navigate to the Students tab.
2. Open the Tracking sub-tab.
3. To determine which of your students have had tracking items assigned to them, use the sort/filter options available to you at the top of the page. You can search for a specific student, use the View filter to search for active/resolved items, and use the Connection filter to show specific groups of students you work with.

4. To see additional details about these tracking items, hover your mouse over the flag/kudos/referral icon and then select the Details button. This will open the student folder, where you can see if the original tracking item creator left a note or comment about the item.