Instructors, advisors, & other academic support staff have the ability to view flags, *kudos*, & referrals (tracking items) for students with whom they have a relationship. Access to this Starfish data is granted on a term-by-term basis and users are only able to view tracking items for students they are connected to in the current term. Additionally, the ability to view this data is granted on a need-to-know basis to individuals who inhabit specific roles in Starfish.

**OPEN STARFISH**

- Log in at starfish.uncg.edu, or
- Click the Starfish button in Spartan Apps & Tools, or
- Open Starfish from Canvas (Account→Profile→Starfish)

Enter your UNCG username and password to log in

**SEARCH FOR STUDENTS**

- If you know the specific student you are searching for, type their name in the top search bar. Click the student name to open the Student Folder
- If you wish to browse your students to see who among them has active flags, *kudos*, or referrals, click the icon and select the Students menu option. Then, select the Tracking tab at the top.

**FROM THE STUDENT FOLDER**

1. Select Tracking from the left-side menu
2. Use the filters along the top to narrow your search for student tracking items
3. If you see the icon, this indicates there are more details associated with an item. Click the icon to view details.
4. If your role allows, you may take action on an item by adding a comment to it and/or clearing it. Hover over the item icon and select your preferred option.

**FROM THE TRACKING TAB**

1. Use the filters along the top to filter your list by various criteria.
2. See a list of students who have tracking items according to the filter criteria you set. You will see the tracking item type, name, status, creator, and creation date.
3. Hover over the item icon to view details, add a comment to the item, and/or clear the item (if your role allows). These actions may also be taken using the top menu buttons.

QUESTIONS?

EMAIL STARFISH@UNCG.EDU FOR SUPPORT