

Advanced Search Instructions

1. Once in Starfish, click on the Tracking tab.
2. Then click the Advanced Search button, to the right of the connection drop down box.
3. From here, you can customize what group of students you are hoping to have search results on.

Options include:

1. Term
2. Relationship with student
3. Tracking items, including:
 - a. Active, resolved, both
 - b. Tracking type (flag, kudo, to do, referral)
 - c. Tracking type name
 - d. Creator of tracking item
 - e. Due date
 - f. Creation date
4. Course enrollment of the student
5. Students who are academic success plans, including in progress and completed
6. Attributes, including:
 - a. Reporting Division
 - b. Academic Probation
 - c. Has financial aid
 - d. Financial aid status
 - e. Study Consulting
 - f. Transcript Requested
 - g. Transcript Released
7. **Special note:** if you do not clear the filter on the advanced search tab, the system **will not** automatically default back to no choices. Remember to clear the filter when done searching for students.