

Sorting Tracking Items

There are two ways to sort tracking items.

Option A:

1. Once in Starfish, click on the Tracking tab.
2. Choose the role connection to students you would like to sort by.
3. Click on any of the headers:
 - a. Student Name
 - b. Item Name
 - c. Status
 - d. Created By
 - e. Creation Date
 - f. Due Date
 - g. Context
4. This will sort the students within the category that you are interested in filtering by. However, you cannot filter by multiple categories at once in the Tracking tab.
5. Additional options include selecting from the "View" drop down box the following:
 - a. Inbox
 - b. Flag Inbox
 - c. Due Date
 - d. Overdue
 - e. Due in the next 7 days
 - f. Due in the next 30 days
 - g. Created by me
 - h. Created by instructors
 - i. Active and resolved
 - j. Completed plans
 - k. In progress plans

Option B:

1. Once you have performed the above search, you can click the download button on the top right hand of the screen, to download the information in excel and performed a multi-layered sort.