

Starfish Workflow – Advisees with Low Midterm Grades

1. Log into MyDrake → Faculty & Advising → Starfish
2. Once in Starfish, ignore the option to create office hours and click on the dropdown menu in the top left-hand corner and select **Students**
3. To search your advisees, select the **Tracking** tab
4. Within the “Connection” dropdown menu, select **Advisor/Mentor**

The screenshot shows the Starfish interface. At the top, there is a search bar labeled "Search for Students". Below it, there are tabs for "My Students" and "Tracking". A red arrow points to the "Tracking" tab. Underneath, there are several action buttons: Resolve, Comment, Assign, Flag, Referral, To-Do, Knowledge, Success Plan, Send Message, and Download. Below these buttons, there are filter sections for "Student" (with a search input and "Go" button), "View" (set to "Custom"), "Connection" (a dropdown menu with "Advisor/Mentor" selected, and other options like "All My Students", "Advisor/Mentor", and "General Advisor"), "Cohort", and "Additional Filters" (with an "Add Filters" button). A red arrow points to the "Additional Filters" button.

5. Then select the **Add Filters** button
 - a. Under Tracking Type, select **Flag**
 - b. Under Item Name, select **Low Midterm Grade**
 - c. Click **Submit**

The screenshot shows the "Additional Filters" dialog box. It has a title bar with a close button. Below the title, there are buttons for "Clear All Filters", "Never Mind", and "Submit". On the left, there is a sidebar with "Tracking Items" selected, and other categories like "Cohorts & Relationships", "Meetings", "Success Plans", and "Attributes". The main area is titled "Students with Tracking Items" and contains several filter sections: "Status" (radio buttons for Active, Resolved, Both), "Tracking Type" (a dropdown menu with "Flag" selected, circled in red), "Closure Reason" (a dropdown menu), "Item Name" (a dropdown menu with "Low Midterm Grade" selected, circled in red), "Created By" (radio buttons for Anyone, Me, and a Role dropdown), "Assigned To" (radio buttons for All assigned and unassigned, Unassigned, Me, User, and Role), "Course Context" (a text input), "Due Date" (a dropdown menu), and "Creation Date" (a date range selector with "Start" and "End" fields). At the bottom, there is a legend for "Required fields" and buttons for "Clear All Filters", "Never Mind", and "Submit". A red arrow points to the "Submit" button.

6. You should see a list of all advisees with a Low Midterm Grade Flag and you can sort by last name by clicking **Student** at the top of the name column
7. If you want to view the specific midterm grade earned in a course, click on the student name and select **“Courses”** from the menu on the left-hand side. Only reported midterm grades will be displayed.