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**

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

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.