



How to Filter Your Advisees using Starfish (a/o 4/1/24)

- Log into My.PennWest.edu and from the Starfish tile click Sign In.
- Once logged in, click the = menu icon in the top left.
- Click Students and select the My Students Tab. Be sure all filters are cleared.
- Set Term to Active, All or Ongoing first.

• Under **Connection**, select **Academic or Secondary Advisor.** (This will display all of your current advisees. We now must filter in order to identify the students who are currently enrolled).

• On the right side, click Add filters. An Additional Filters pop-up box will appear.

=	tarfish				Q Search for Students
	MY STUDENTS	TRACKING	STUDENT SURVEYS	ATTENDANCE	PROGRESS SURVEYS
F	ag 🐔 Referral 😤 To-Do 🏂 Kudos 🌴 Success Pla	n 🛎 Message 🔹 RoNote 🖨 Download			
Searc	:h	Connection	Term	Cohort	Additional Filters
Stud	ent Name, Utername, ar 10	Academic Advisor	Active		Mdd Filters
	Name -	Retention Score	Email	Phone	Cell Phone

- Click Attributes.
- Click Add Attributes
- Select Current Term Registration Status.
- Term stays blank.
- Select Specific Value.
- Select Registered.
- Click Submit.

• Next, from the Term area, select Active and the Academic Advisor and Secondary Advisor role will become visible under Connection. Fill in the boxes and click **Submit.**

• From Connection select Academic Advisor or Secondary Advisor. These roles only appear when the term is set to Active, All or Ongoing.

• This will pull up your current Primary and Secondary Advisees in SF. If this list is incorrect, the change must be made in Banner and will reflect in Starfish the next day.

• From this screen, you can send a Note or raise a tracking item on all of your advisees all at once or select specific advisees you want to reach out to.





