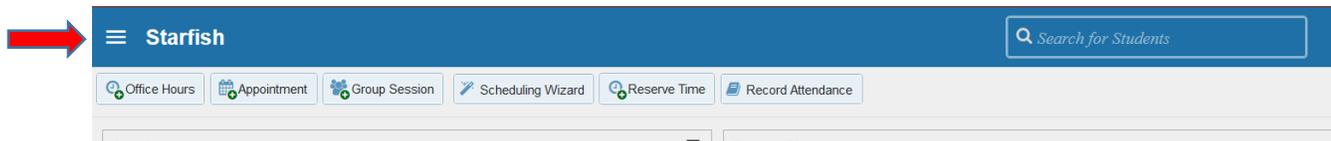
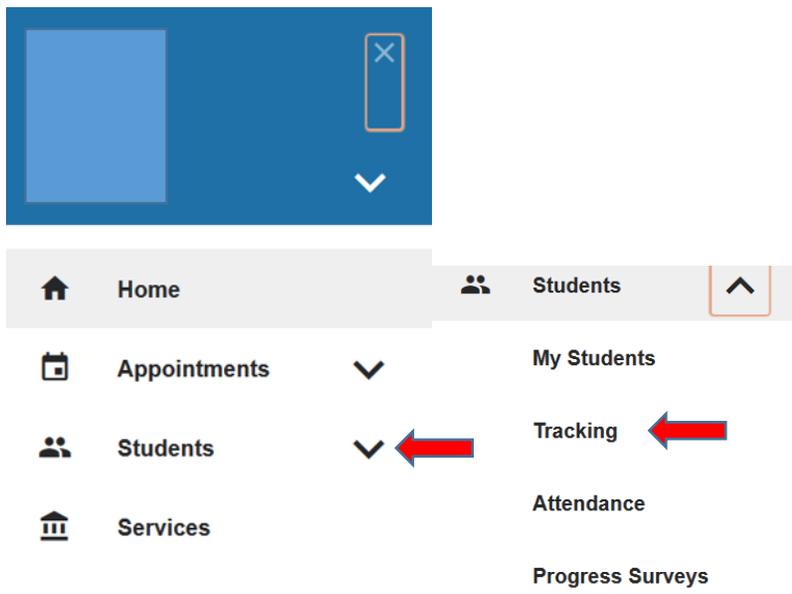

Finding Fall 2020 Complete Remote Instruction Students in Your Class(es)

Step 1: In Starfish, click on the 3 horizontal lines in the top left corner of your Starfish screen



Step 2: Click on carrot to the right of “Students”; then, click on “Tracking”



Step 3: In the drop down menu under “Connection”, choose the course in which you want to see your “Fall 2020 complete remote instruction” students

The screenshot shows the TRACKING interface with several tabs: MY STUDENTS, TRACKING (highlighted), ATTENDANCE, and PROGRESS SURVEYS. Below the tabs are action buttons: Resolve, Comment, Assign, Flag, Referral, To-Do, Kudos, Success Plan, Send Message, and Download. The filter section includes a Student search field, a View dropdown set to 'Custom', a Connection dropdown set to '20FA-ASTR-101-A', and a Cohort dropdown. An 'Add Filters' button is on the right. Below the filters is a table header with columns: Student, Item Name, Status, Created, Assigned, and Due.

Step 4: This screen will show you a list of all tracking items for your students in the course you chose – but you can easily find the “Fall 2020 complete remote instruction” flags.

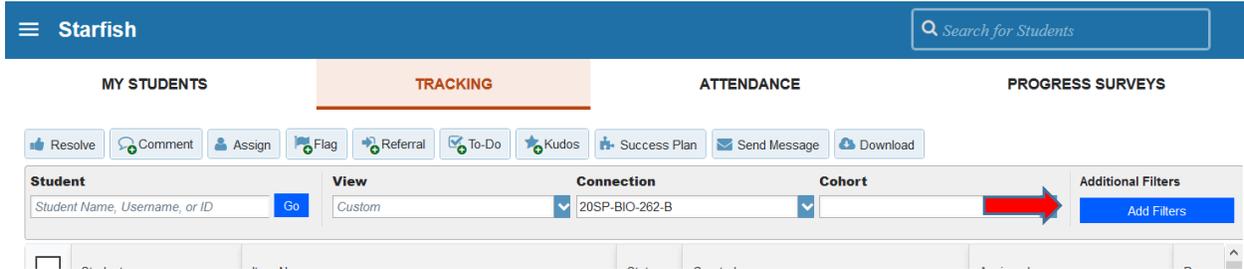
*Note: the tracking items are shown in the order they were raised. To sort them by alpha order (to get all of one flag in one location), click the gray box labeled “Item Name”.

This screenshot shows the tracking items list. The filters at the top are the same as in Step 3. The table below has columns: Student, Item Name, Status, Created, Assigned, and Due. A red arrow points to the 'Item Name' column header. The table contains four rows, each with a checkbox in the Student column and a flag icon followed by the text 'Fall 2020 complete remote instruction' in the Item Name column. The Status for all items is 'Active', and the Created dates are 'Today by Steiner, Michelle' and 'Yesterday by Steiner, Michelle'.

Student	Item Name	Status	Created	Assigned	Due
<input type="checkbox"/>	🚩 Fall 2020 complete remote instruction	Active	Today by Steiner, Michelle		
<input type="checkbox"/>	🚩 Fall 2020 complete remote instruction	Active	Yesterday by Steiner, Michelle		
<input type="checkbox"/>	🚩 Fall 2020 complete remote instruction	Active	Yesterday by Steiner, Michelle		
<input type="checkbox"/>	🚩 Fall 2020 complete remote instruction	Active	Yesterday by Steiner, Michelle		

Step 5: This step isn't necessary, unless you just want to see the "Fall 2020 complete remote instruction" flag on the tracking screen, instead of every tracking item for these students.

- a. Click on "Add Filters" on the right-hand side of your screen



- b. Populate the boxes as shown here, and then click "Submit"

