# Tips for Seeing the Correct Student Data in Starfish (a/o 3/11/24)

Tip #1 - Dashboard Activity

When you first log in to Starfish, you'll notice areas like 'Recent Changes' and 'Flags I'm Managing'. No action is needed for these areas. They're designed to keep you informed about student activities and flags, allowing you to offer support proactively if a student reaches out for help.
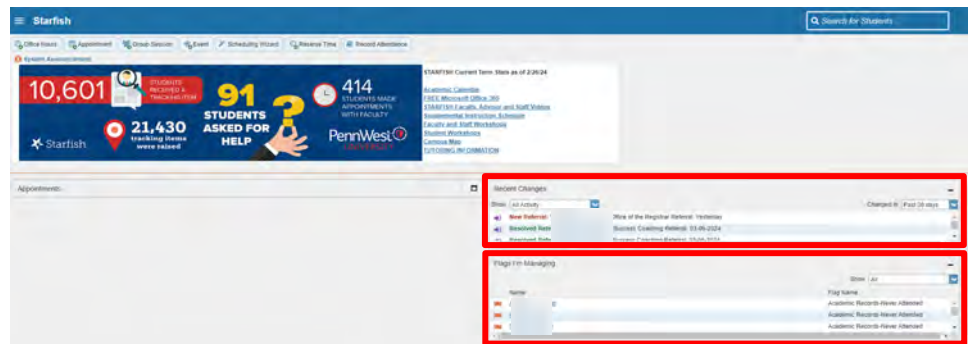

Tip #2 - Active vs. Registered Students

From the 'My Students' tab, you'll see ALL active students. These students include those who might have graduated or taken a leave of absence and stay active in our systems for a period of time. To focus on currently registered students, simply apply a filter for "Currently registered students."

- Log into **My.PennWest.edu** and click **Starfish** to log in**.**
- Once logged in, click the ≡ menu icon in the top left**.**
- Click **Students** and select the **My Students Tab.**
- On the right side, click **Add filters.** An **Additional Filters** pop-up box will appear.
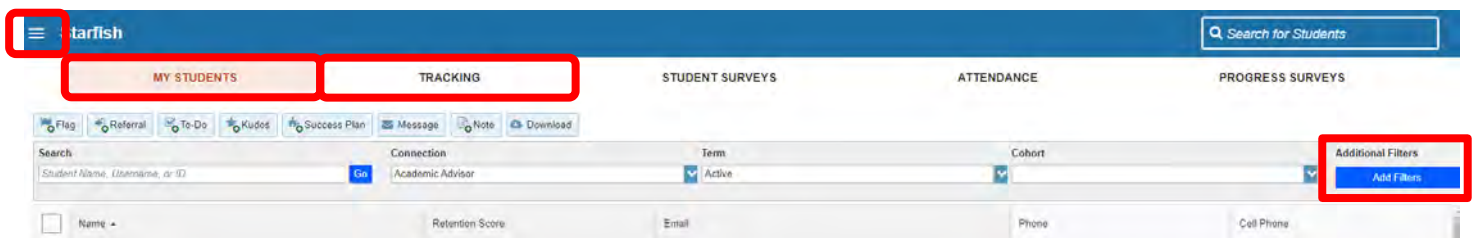

- Click **Attributes (bottom link)**
- Click **Add Attributes**
- Select **Current Term Registration Status**
- **Term** stays blank
- Select **Specific Value**
- Select **Current Term Registration Status**
- Click **Submit**
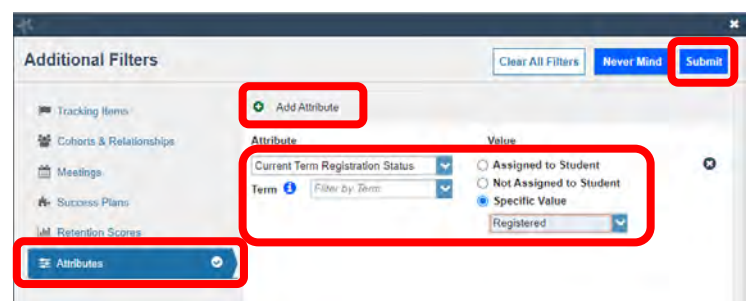
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Tip #3 - Correct Filters

Check your filters from the 'My Students' or 'Tracking' tab. Your preferences are saved from session to session, helping you see exactly what you need. This ensures you're always viewing the most relevant student data for your needs. If you want to see something new or different, you will need to go in and edit those filters.
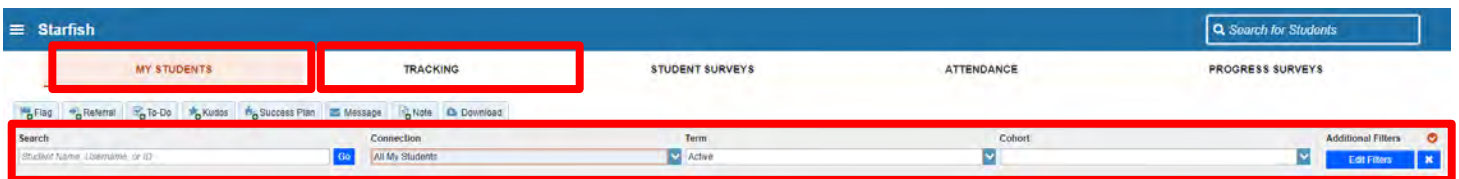
Tip #4 - Banner Data

Starfish updates data from Banner and other systems once a day. If something seems off, it could be due to updates recently made and not immediately showing in Starfish. Make sure advisors and class rosters are current in Banner. For example, if a student is missing from a roster or a course is showing an incorrect start date, this data needs updated in Banner first to reflect correctly in Starfish the next day.
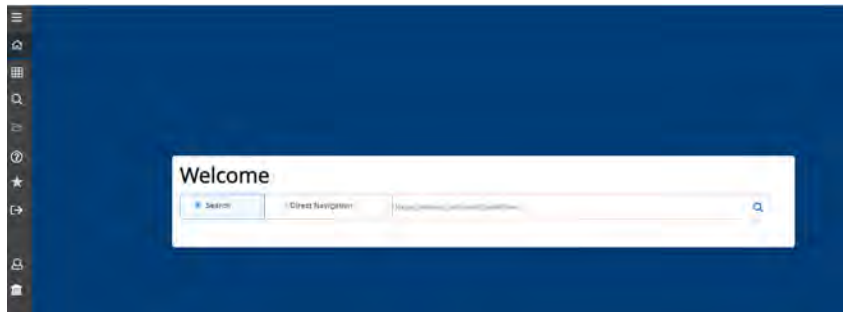
Scan the QR for a coordinating video or visit our Starfish for Faculty/Staff D2L Shell for more helpful tips and information.

For workshops or questions, contact Starfish@pennwest.edu