Catalyst Integration: Using Filters

In Starfish, you can search/filter students based on the Attributes that populate in the Overview Tab. Use the Attributes Guide to aid in your search. These are the step-by-step instructions for how to build a filter to show students by an attribute.

1. Go to canopy.uc.edu and log-in with your UC username and password.
2. Under Tools on the left-side of the page, click Starfish.
3. Click the Menu icon.
4. Select Students.

5. Click the My Students tab. From here it is possible to search for students based off of the established drop down boxes. This includes viewing students based off of connection (If you teach a course you may have an Instructor connection in addition to your Advising Role) or Cohort (which is a separate group set up with the Starfish Team).
6. In order to filter students by Attributes, click Add Filters.
7. Click the Attributes tab.
8. Click Add Attribute.

9. Fill in the Attribute you’re searching for (refer to the Attributes Guide to see all choices).
10. Select the Specific Value for the student. If the possible options are yes or no, select True for Yes and False for No. Pre-determined values will populate in the dropdown box.
11. Click Submit when selected.

12. Filtered results will appear.
13. A filter can be seen as applied by the appearance of the Additional Filters with a red checkmark. **IMPORTANT:** The filter will remain in place until it is removed.
14. With the students filtered, it is possible to send an email or add a note for students selected. Students selected by their checkmark box stay selected when switching to different pages. The number of students selected appears at the bottom of the screen.