

# Advising Tips:

## Find Student Information in Starfish

Starfish (<http://starfish.uscupstate.edu>) is our USC Upstate Advising Management System. It provides students, instructors, and advisors with status information and connects students to their whole campus support network.

### Purpose and Applications

You can use Starfish to:

- Set office hour times for students to make appointments directly in your calendar.
- See academic progress information and midterm grades for your advisees.
- Raise “Flags” to refer students to financial aid, tutoring, and a range of other services in their network.
- Give “Kudos” to students for getting a job, doing great work, being a great class citizen and supporting their classmates, or other accomplishments.
- Take course attendance.
- Find Student Contact Information

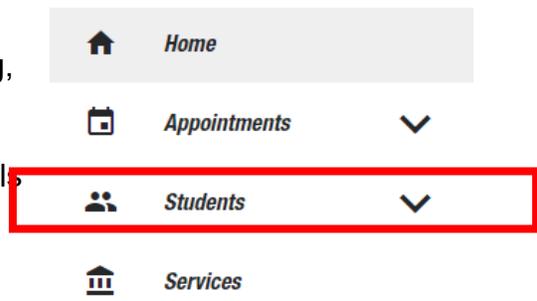
### How to Find Student Information in Starfish

- Log in to Starfish using your USC Upstate username and password (the same one you use for the library, to log into campus computers, and for USC Upstate email).
- From the Starfish home page, select the Menu (three horizontal lines in the upper-left corner).



Figure 1 Starfish Home Menu

- Select **Students** from the drop-down menu (Fig. 2).
- Options on this page include tabs for **My Students**, **Tracking**, **Attendance**, and **Progress Surveys**.
  - **My Students** shows contact information, lists of students, and links to individual student progress details and notes.
  - **Tracking** provides a list of all kudos and flags for your students.
  - **Attendance** lets you record daily class attendance.
  - **Progress Surveys** provide periodic check-ins for attendance and progress concerns.



[Privacy Policy](#)

Figure 2 Starfish Drop-Down Menu

For help implementing any Blackboard best practices in your classes, contact [academicinnovation@uscupstate.edu](mailto:academicinnovation@uscupstate.edu).

- Navigate to **My Students** and select “Active” under **Term**. Then, use the drop-down menu under **Connection** to select “All My Students,” “Primary Advisor,” or a particular course.

The screenshot shows the Starfish interface with the 'MY STUDENTS' tab selected. A search bar is at the top right. Below the navigation tabs (MY STUDENTS, TRACKING, ATTENDANCE, PROGRESS SURVEYS), there are action buttons like Flag, Referral, To-Do, Kudos, Success Plan, Message, Note, Download, and Prospective Student. A search filter section contains a search box, a 'Connection' dropdown menu (highlighted with a red box), a 'Term' dropdown menu (also highlighted with a red box), a 'Cohort' dropdown, and an 'Add Filters' button. The 'Connection' dropdown menu is open, showing options: 'All My Students', 'Academic Leadership Instructor', and 'Primary Advisor'. The 'Term' dropdown is set to 'Active'. Below the filters, a student record for 'Spartan Student U1234567' is visible with columns for Name, Email, Phone, and Cell Phone.

Figure 3 Connection Drop-Down Menu in My Students

- The list below your search options will include your students’ names, emails, phone numbers, and cell phone numbers. You may print this page or click **Download** (above **Connection** and **Term**) to save the list as a .csv file viewable in Excel.
- Click on a student’s name (Ex. Spartan Student in Fig. 3) to view further details.

### Additional Resources

- [Complete Instructor Guide to Starfish](#)
- [Starfish Frequently Asked Questions](#)
- [USC Upstate Advising Handbook](#)

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