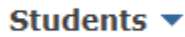
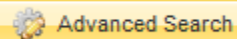


Searching for Pre-Registered Students

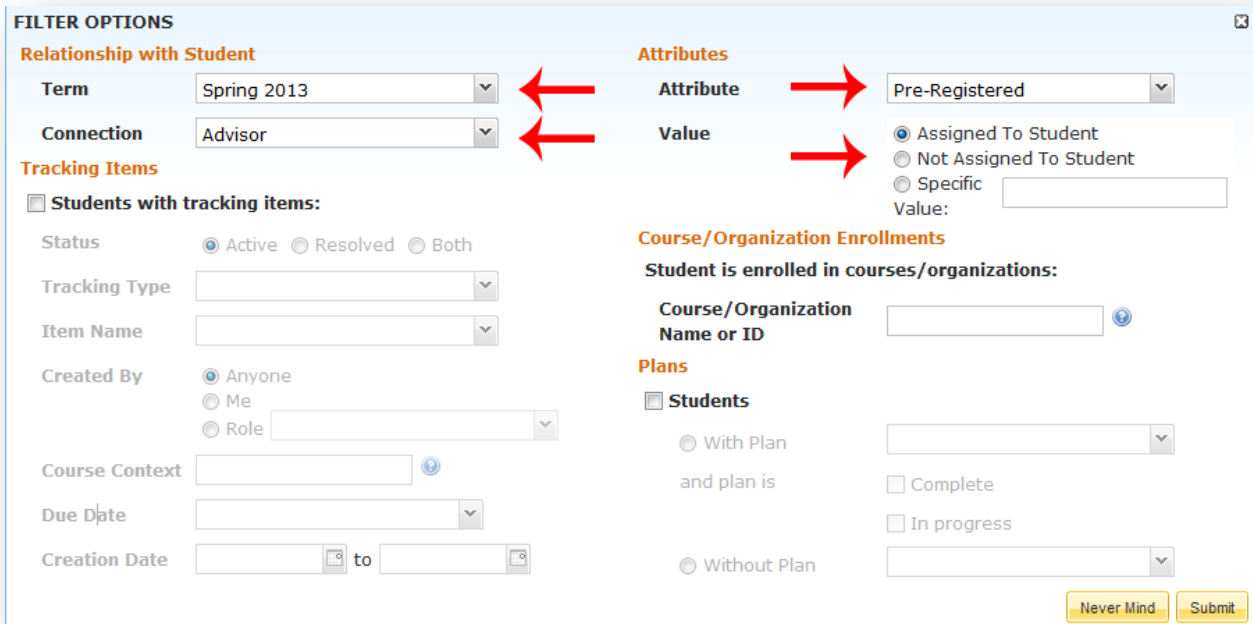
Starfish provides an easy method for determining which of your students are pre-registered. From the Starfish homepage, select the Students option from the top menu.

A white rectangular button with the word "Students" in blue text and a small downward-pointing triangle to its right.

Next, select the Advanced Search button.

A yellow rectangular button with a gear icon on the left and the text "Advanced Search" in black.

In the Filter Options window, select the current term from the drop-down menu; Advisor from the *Connection* drop-down menu and Pre-Registered from the *Attribute* drop-down menu.

A screenshot of the "FILTER OPTIONS" window. The window is divided into several sections. On the left, under "Relationship with Student", there are two drop-down menus: "Term" (set to "Spring 2013") and "Connection" (set to "Advisor"). Below this is the "Tracking Items" section, which is currently collapsed. On the right, under "Attributes", there is a drop-down menu for "Attribute" (set to "Pre-Registered") and a "Value" section with three radio buttons: "Assigned To Student" (selected), "Not Assigned To Student", and "Specific" (with an empty text input field). Below this is the "Course/Organization Enrollments" section, which is also collapsed. At the bottom right, there are two buttons: "Never Mind" and "Submit". Red arrows point to the "Term" and "Connection" drop-down menus on the left, and the "Attribute" drop-down menu and the "Assigned To Student" radio button on the right.

When you search with the Value radio button set to "Assigned to Student," Starfish will show you a list of your students who have pre-registered; changing the radio button to "Not Assigned to Student," will show you those students who have not pre-registered.