Success Network Instructions
Powered by Starfish Solutions
Searching for Students

Search for a Student

1. Click **Students** on the Top Navigation bar

2. Click the **My Students** tab

3. **Search** for students by their name, username, or Z number. Click **Go** when ready to search.
   - You can also narrow your search for students by using the **Connection** field

View a student’s folder (view history & view/enter notes)

1. From the students tab on the top navigation bar, click **My Students**, then **Search** for students by their name, username, or Z number. Click **Go** when ready to search.

2. Click the **hyperlink** of the student’s name.
Note: you can also click on the magnifying glass to access the note function

3. To view a student’s existing notes (in any), click NOTES

4. To create a note for a student click the Note button

5. Enter the following information:
   - Date
   - Note Type (from drop down menu)
   - Subject (if applicable)
   - Note
   - Note Sharing: Shared should be checked
   - Send a note to your student or yourself (if applicable)

6. When finished, click Submit