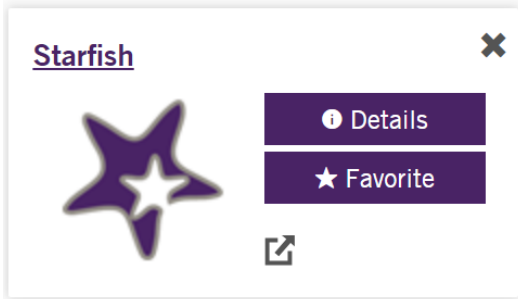
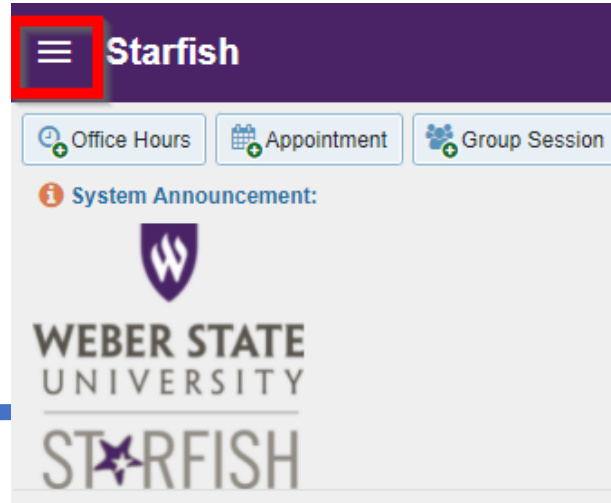


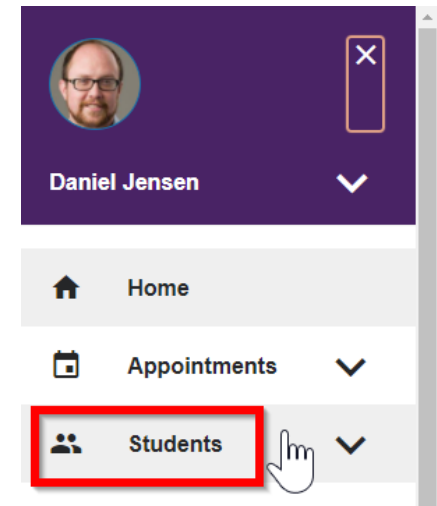
1). Click on the **Starfish** app within the eWeber portal



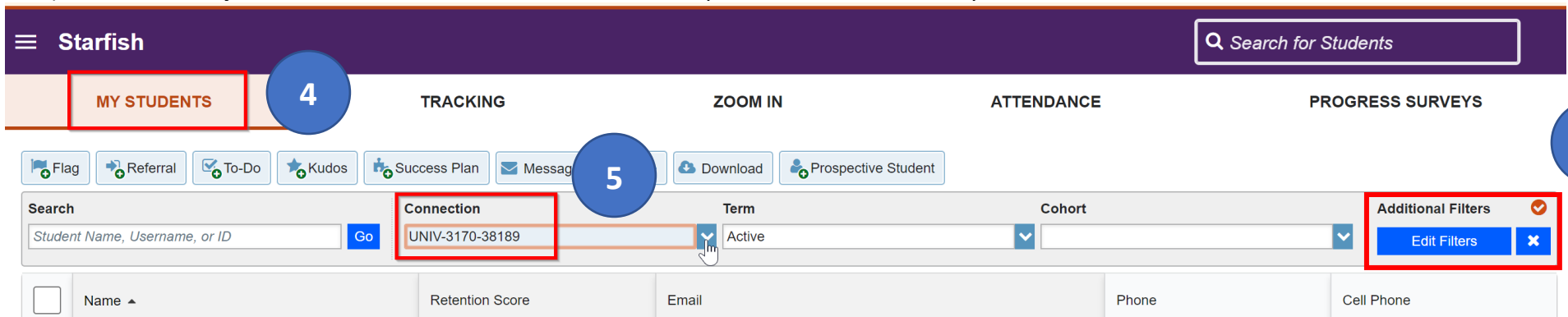
2). Click on the **'hamburger' menu** in the upper right-hand corner of the Starfish homepage



3). Click on **'Students'**



4 - 6). Within the **'My Students'** tab, click on the **'Connection'** drop down menu to choose your current course and then the **'Additional Filters'**



7. Click on **'Attributes.'** Click the **plus symbol (+)** to add an attribute and use the drop-down menu to select an attribute.
8. To identify students not registered for **fall**, select **Enrolled in Persistence Term – Fall or Spring.**
To identify students not registered for **spring or summer**, select **Enrolled in Persistence Term – Summer or Spring**
- 9-10. Under values, select "Specific Value" and choose **'No'** in the **Specific Value.** Finally, select **'Submit'**

The screenshot displays the 'Additional Filters' window. On the left sidebar, the 'Attributes' filter category is highlighted with a red box and a blue circle labeled '7'. At the top of the main area, the 'Add Attribute' button is highlighted with a red box and a blue circle labeled '8'. Below this, the 'Attribute' dropdown menu is set to 'Enrolled in Persistence Term 2' and is also highlighted with a red box. Underneath, the 'Term' dropdown is set to 'Filter by Term'. To the right, the 'Value' section has three radio button options: 'Assigned to Student', 'Not Assigned to Student', and 'Specific Value'. The 'Specific Value' option is selected with a blue circle labeled '9'. Below it, the 'Specific Value' dropdown menu is set to 'No' and is highlighted with a red box. At the bottom right, a blue circle labeled '10' points to a note: '? This filter only returns students for whom you have permissions to view attribute data.' The interface includes buttons for 'Clear All Filters', 'Never Mind', and 'Submit' at both the top and bottom.

11 - 12). You can then use the 'Select all' box to select all the students in the course who have not registered, yet. Then select the 'Note' option:

The screenshot shows the Starfish interface. At the top, there is a purple header with the Starfish logo. Below it is a light orange bar labeled 'MY STUDENTS'. A row of action buttons includes 'Flag', 'Referral', 'To-Do', 'Kudos', 'Success Plan', 'Message', and 'Note'. The 'Note' button is highlighted with a red box and a blue circle labeled '12'. Below the buttons is a search bar with the text 'Student name, or ID' and a 'Go' button, highlighted with a blue circle labeled '11'. Below the search bar is a table with columns for 'Name' and 'Retention Score'. A blue checkmark icon in the 'Name' column is highlighted with a red box.

13 – 15). Finally, you can select the 'Faculty Note' option from the 'Note Type' drop down menu. Enter in your personalized email about registering for the upcoming semester, then select 'Send copy of the note to student' and finally, the 'Submit' button. The emails will be sent from your Weber email.

The screenshot shows the 'Create Note' form. At the top, there is a dark blue header with a star icon and a close button. Below it is a light gray bar labeled 'Create Note' with a 'Never Mind' button and a 'Submit' button. The 'Submit' button is highlighted with a red box and a blue circle labeled '15'. Below the header is a form with the following fields: 'Note Type' (Faculty Note), 'Date' (02-22-2022), 'Subject' (Registration Reminder), and 'Note' (Hello everyone, Just a reminder that registration is open! If you need help from an academic advisor, click here: <https://portalapps.weber.edu/advisors/> Let me know if you have any qu). The 'Faculty Note' option is highlighted with a red box and a blue circle labeled '13'. The 'Send copy of note to student' checkbox is checked and highlighted with a red box and a blue circle labeled '15'. The text area contains a registration reminder message, highlighted with a blue circle labeled '14'.