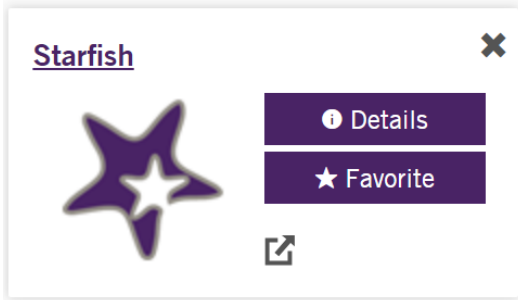
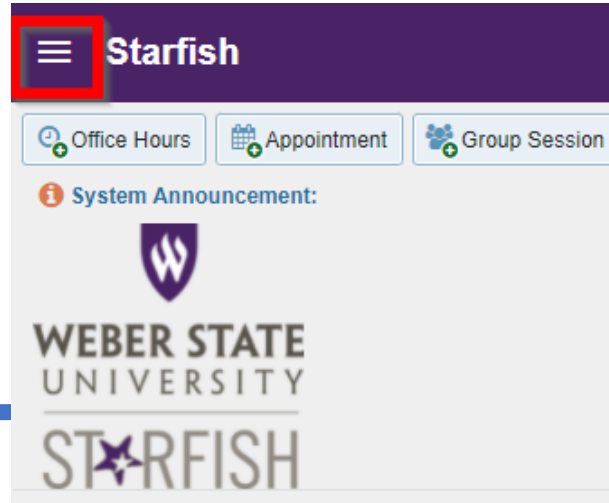


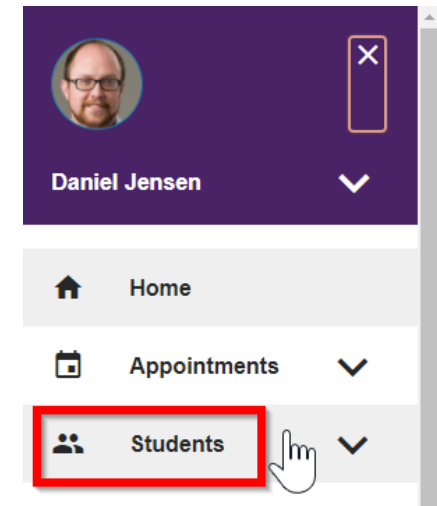
1). Click on the **Starfish** app within the eWeber portal



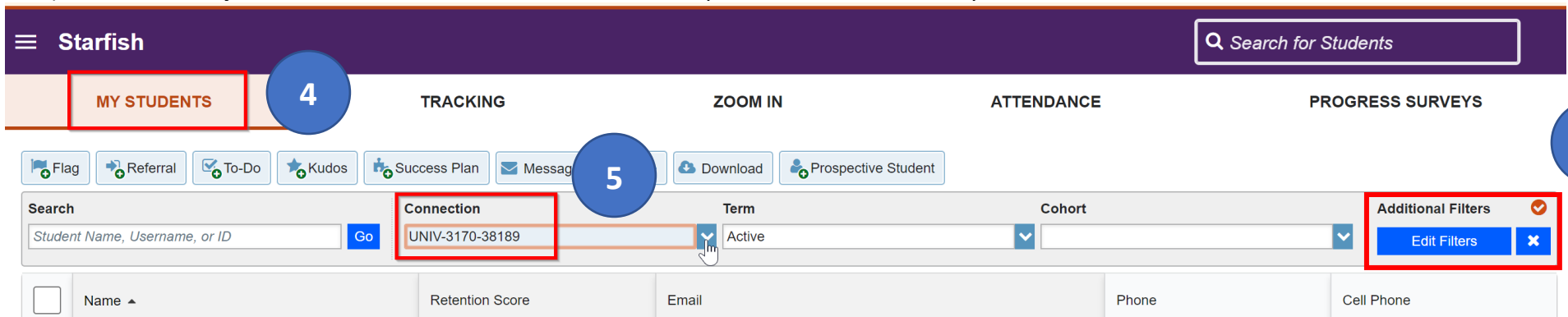
2). Click on the **'hamburger' menu** in the upper right-hand corner of the Starfish homepage



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 - 10). Click on 'Attributes' and then select 'Enrolled in Fall 2022' from the drop-down menu, with 'No' in the Specific Value. Finally, select 'Submit'

The screenshot displays the 'Additional Filters' interface. On the left, a sidebar lists various filter categories: Tracking Items, Cohorts & Relationships, Meetings, Success Plans, Retention Scores, and Attributes. The 'Attributes' category is highlighted with a red box and a blue circle containing the number 7. The main area is titled 'Additional Filters' and contains three buttons: 'Clear All Filters', 'Never Mind', and 'Submit'. Below this, there is a section for adding attributes. A blue circle with the number 8 points to the 'Add Attribute' button. The 'Attribute' dropdown menu is set to 'Enrolled in Fall 2022', which is highlighted with a red box. The 'Term' dropdown is set to 'Filter by Term'. The 'Value' section has three radio button options: 'Assigned to Student', 'Not Assigned to Student', and 'Specific Value'. The 'Specific Value' option is selected and highlighted with a red box, and its dropdown menu is set to 'No', also highlighted with a red box. A blue circle with the number 9 points to the 'Specific Value' radio button. At the bottom of the main area, a blue circle with the number 10 points to a help message: '? This filter only returns students for whom you have permissions to view attribute data.' At the bottom left, there is a red asterisk icon and the text '* Required fields'. At the bottom right, there are three buttons: 'Clear All Filters', 'Never Mind', and 'Submit', with the 'Submit' button highlighted by a red box.

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 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 a blue circle labeled '11' and a 'Go' button. To the right of the search bar is a 'Connection' dropdown menu set to 'All My Students'. 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 selecting '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 is a dark blue header with a star icon and a close button. Below it is a light gray bar with the title 'Create Note' and two buttons: 'Never Mind' and 'Submit'. 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, circled 13), '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). Below the 'Note' field are two checkboxes: 'Send copy of note to yourself' (unchecked) and 'Send copy of note to student' (checked, highlighted with a red box and circled 14). A mouse cursor is visible near the bottom right.