

Filtering and Connections

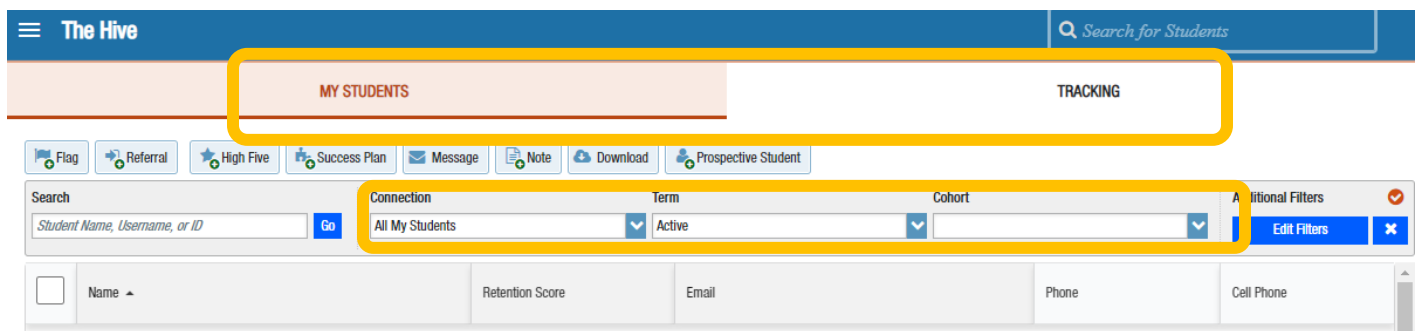


The Hive has several thousand student records which are viewable by faculty and staff. It is often helpful to know how to limit your view and use filters, connections and terms to limit your view to just the students with whom you work and interact on a regular basis.

The information you can see is defined by your role & relationship with each student. The information, pages, and alerts faculty/staff see for a particular student is determined by their relationship with a student and the “privileges” as defined by the faculty/staff members corresponding role in working with a given student.

- Instructor – students in your class
- Primary/Secondary Faculty Advisor – your advisees
- Coach – athletes on your team
- CSB/SJU Employee – student not in your classes, not your advisee
- Other roles include but are not limited to: tutors, registration committee, student support team, coaches, librarians, and so on.

On both the My Students and Tracking sub-tabs within the Students tab of The Hive, you have the ability to filter the list of students presented based on your connection to a group of students, and the term within which that connection is valid. Depending on your roles within The Hive, you may also have the ability to filter by Cohort.



Select the **Connection** desired from the list presented. This list represents all of the roles you have in the system. The "All My Students" option includes the aggregation of students from all of your available connections.

Select the **Term(s)** desired. You can select a particular term, you can select "All terms" to return students from any of the terms in The Hive, or you can select "Active" terms to limit results to only those terms that are currently active.

These filters allow you to work with different groups of students and to narrow your focus to specific student populations. For example, on the My Students sub-tab, you might filter based on your role as instructor in a particular course section, or you might filter based on your role as an advisor for a specific term.

The resulting students list will be filtered to only those students that match your Connection and Term selection.

On the Tracking tab, the Term selection option is not presented on the main header bar, rather term is available when you click the **Additional Filters** button.

Also on the Tracking tab, you can filter your view based on connections to or status of the alerts themselves, the “Flag Inbox” narrows the view down to active flags that have not been resolved. Other useful views include “Created by Me” or “Assigned to Me”.

Tips: If you use the search box after filtering by Connection and Term, the student you are looking for may be excluded from the results. For the most complete list of students you have available relationships within The Hive, clear additional filters, select the "All My Students" option for your connection also check your term, consider using All Terms or Active (some functions not available for past/future connections).

