Use Starfish Connect Tracking Items to support your student’s success!

Starfish Connect via Blackboard provides the capability to send student To-Do reminders and Refer students for help.

How do I raise a student To-Do or Refer Tracking Item using Starfish?

1.  Login to Blackboard
2.  Navigate to Starfish  
   o  Blackboard > My UC tab > Tools > Starfish link
3.  Click Students
4.  Select one or more students
5.  Click “Create To-Do”
6. **Select a Tracking Item**
   - Add a Comment (optional)
   - Select a Course Context

7. **Optional: send a Note to the student.**
   - Click Students
   - Select a student
   - Click Add Note
   - Select a Note Type
     - Edit the Note
   - Select “Send copy of note to student” checkbox
8. To view tracking items you’ve raised for all students, click Students > Tracking.
   a. To view tracking items for a student, access the student’s folder by clicking the student’s name.

   o Once in the student’s folder, click the Tracking tab and open an item.

12FS Semester Dates
   o Classes begin 8/27/12
   o Last day of classes: 12/9/12
   o Last day to drop (no entry to academic record) 9/10/12
   o Last day to withdraw from classes (W grade) 11/2/12

To configure new To-Do and Refer items or for help using Starish, contact Advisor Resources and Referrals:
   o http://www.uc.edu/advising/
   o advhelp@uc.edu
   o (513) 556-5422