Getting Started with Starfish: A Quick Introduction

What is Starfish?

Starfish is a student success platform integrated with Blackboard. Starfish CONNECT is designed to facilitate online appointment scheduling with advisors, instructors, and other UC departments. It also fosters the development of a student success network, comprised of advisors, instructors, tutors, and other resources on campus who can facilitate student success.

Starfish EARLY ALERT is designed to facilitate communication between instructors and students. It allows instructors to provide early feedback to students through the use of targeted e-mail and text messages. Academic advisors and other departments on campus may be able to view these messages and provide additional support to the student. These alerts can address concerns and additionally offer praise. They are completed through progress surveys or manually through Starfish.

How do I log into Starfish?

1. Go to canopy.uc.edu and log-in with your UC username and password.
2. Under Tools on the left-side of the page, click Starfish.

Starfish Homepage

The homepage (see image 1) shows your dashboard, which shows the upcoming appointments, recent changes, tracking items, and services to which you are connected. The menu icon button includes options to navigate to additional Starfish functions. If you have taken classes at UC, you will see additional menu items on the left navigation bar.
Updating Your Profile

Updating your profile, appointment, and email preferences is the first step all users should take in Starfish, even if you have no plans to use other Starfish functions. This information will be used by students to help them contact you by your preferred method, and will allow you to limit the email you receive from Starfish.

Institutional Profile

Your basic profile information is imported from Catalyst. This information can be supplemented with a photo (if you were a student your UCID picture may automatically populate but you can change it) and an additional email address. Use this area to share basic biographical and contact details. Students will be able to see this information.

1. Click the Menu Icon in the top left corner.
2. Select your Name.
3. Select Institutional Profile.
4. Click Upload Photo.
5. Browse to the photo on your computer.
6. Click Upload Now.
7. Add additional contact information.
8. Select the Time Zone.
9. Add information to the General Overview and the My Biography sections.
10. Click Submit.
Appointment Preferences

If you will make your office hours visible to students, add at least one location. You can set a deadline for how far in advance students may schedule, as well as a minimum appointment length.

1. Click the Menu Icon in the top left corner.
2. Select your Name.
3. Select Appointment Preferences.
4. Select your minimum appointment length.
5. Set a scheduling deadline for students, if desired.
6. Under My Locations, add at least one place where you will schedule meetings.
7. Under Calendar Managers, add other Starfish users who will have the ability to manage your Starfish calendar, if desired.
8. Click Submit.

Email Notifications

By default, Starfish will send you email notifications about appointments and tracking items (advisors only). You can change your notification settings here.

1. Click the Menu Icon in the top left corner.
2. Select your Name.
3. Select Email Notifications.
4. Under Appointment Notifications, choose your preferences. NOTE: Please follow the Outlook Integration Guide for this step if you would like Starfish to read your Outlook calendar for availability.
5. Under Summary Emails, choose your preferences for how often, if at all, Starfish emails you summaries of new tracking items and appointment activity.
6. Under Tracking Item Notifications, choose your preference for how often, if at all, Starfish emails you about new tracking items (for advisors only). NOTE: Tracking items marked with an exclamation point will override your notification preferences.
7. Click the Submit button at the top or bottom of the page to save your updates.

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