Getting Started with Starfish: Raising Tracking Items Manually

How do I raise a tracking item?

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.
3. Click on the Menu Icon in the top left corner.
4. Select Students.
5. Select the My Students tab.
6. Search for the student by typing their name, six+2, or M# in the search box. If the student does not appear, check the connection you have selected. You can list All Students or filter by classes you teach.
7. Check the box next to the name of the student and select Flag or Kudos.

8. In the box that pops up, select the tracking item (Flag) you want to raise for the student. You can view email templates on uc.edu/starfish.
9. Select the **course context**.
10. Write any comments. **IMPORTANT:** Please write in complete sentences and remember that any message you put in the comment box is sent to the student.
11. Select **Save** to send the notification to the student.

**What if I want to raise a tracking item for multiple students?**

There are two ways you can raise tracking items for multiple students:

1. Follow the instructions on how to raise a tracking item above. Instead of selecting one student, you can select multiple students. **IMPORTANT:** Any messages you put in the comment box will be sent to all the students selected.
2. Use the **Zoom-In** feature. Review the **Getting Started with Starfish: Using Zoom-In** training guide for further instructions.