Getting Started with Starfish: Raising Tracking Items with “Zoom In”

What is Zoom In?

Starfish Zoom In allows an instructor to track performance of students on individual assignments during the term, and highlight trouble spots. This can be particularly helpful when an instructor has a large class roster and/or a large number of assignments to consider to identify students that should receive an alert or many need extra caution. Instructors can select multiple students at a time to raise a flag or kudo.

How do I use Zoom In?

In order to use the Zoom In functionality, you must be using the gradebook in Blackboard. Your gradebook data from Blackboard will show up in Starfish. IMPORTANT: When you update a grade in Blackboard, it will not instantly update the grade in Starfish. If the grade is updated before 3pm, it will show in Starfish the following day. Otherwise, it will take two days to show in 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.
3. Click the Menu icon.
4. Select Students.

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Starfish Help | starfishhelp@uc.edu | 513-556-2192 | uc.edu/starfish
5. Click on the **Zoom In** tab.

6. Begin by selecting your **Course Section** from the right-hand menu.

7. Click **Go** to populate that course and section.

8. Click **Setup Section** at the top of the page.

9. You will see all gradebook items from Blackboard listed in this section. Select what item(s) you want to display in your Zoom In dashboard.

10. Select the item(s) you want to be active. This will allow you to filter students based on the cutoffs that you enter.

11. Determine your **cutoff values** based on what you consider to be a Poor, OK, or Good grade. Enter all values as percentages.

12. Click **Submit**.
13. Your Zoom In dashboard will now show students based on your display, active, and cutoff settings.

14. You can filter students by **Grade Status**. This will filter the students based on the cutoffs you set up. You can select one or multiple statuses. Click **Go**.

15. Once you have filtered your students, select the students you want to send a flag or kudo (either by checking the boxes to the left of a student’s name or by clicking **Select All**). Then select **Flag** or **Kudo**. **IMPORTANT:** Only 75 students will show on a page at a time. Clicking Select All will only select the students on the first page. If you are needing to send a flag or kudo to more students, you will have to repeat steps 14 and 15 for additional pages of students.

16. Select the appropriate flag, course, write any comments that pertain to the students you selected, and click **Save**. Emails will be sent immediately to students. **IMPORTANT:** Students will see the comments in the auto-generated email. Please make sure you use complete sentences.
17. Repeat Steps 14–16 to send more flags or kudos based on your filters.
18. To edit your grade cutoffs, follow steps 8–12.