

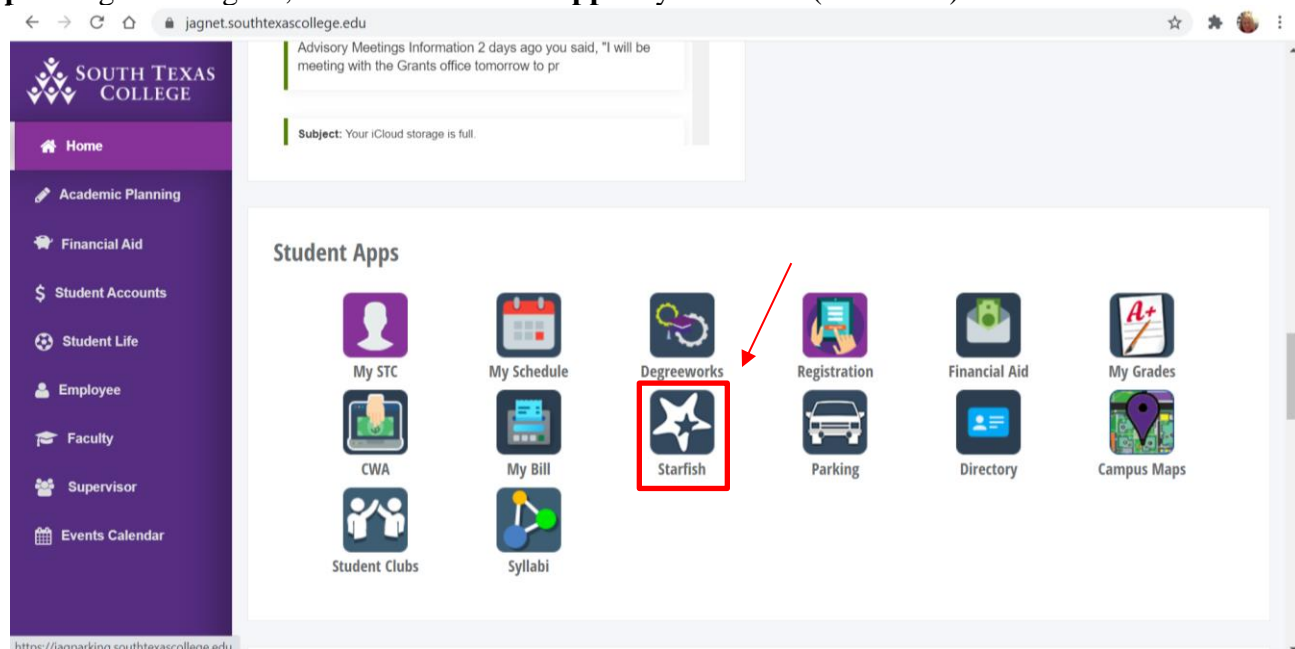
Starfish - Student Instructions

Setting Up an Appointment Using Starfish

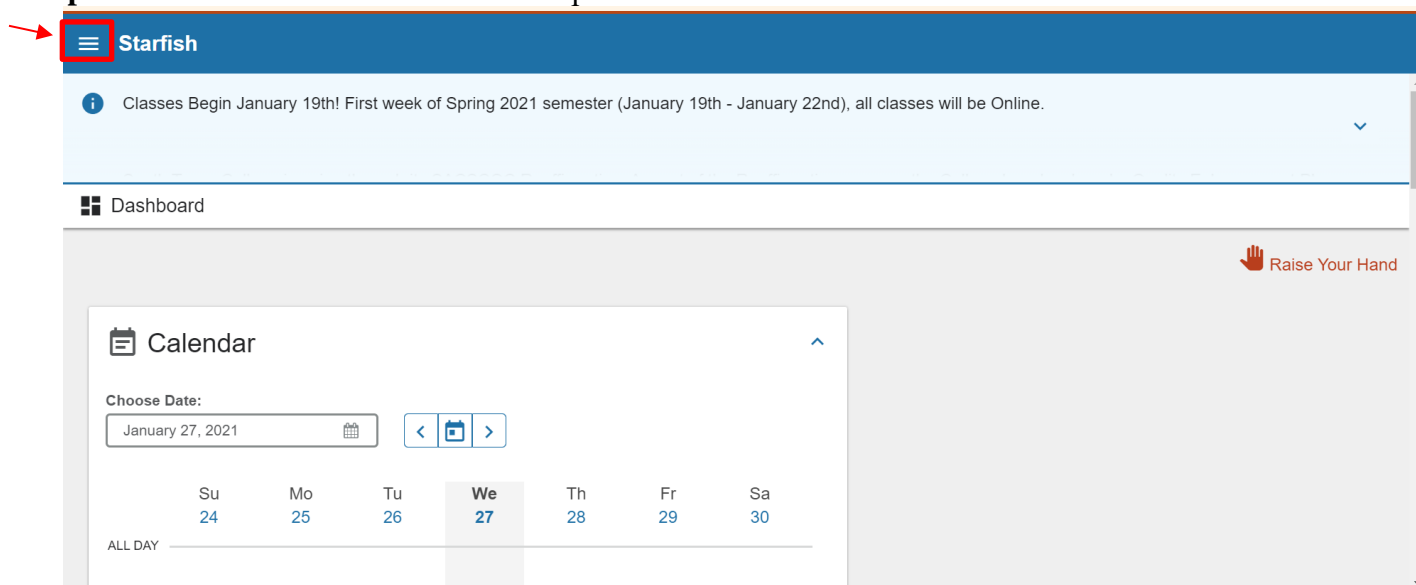
In an effort to direct students to the right resources, it is important that students make an appointment with their instructor when a Starfish flag has been raised. The student is notified via email when an instructor has raised a flag. If you receive an alert that a flag has been raised, please make an appointment to meet with your instructor. He/she can provide you with information and resources or tools to help. Starfish is being used to make sure STC provides information about interventions that may help you successfully complete your course.

The following instructions will help guide you to set up an appointment:

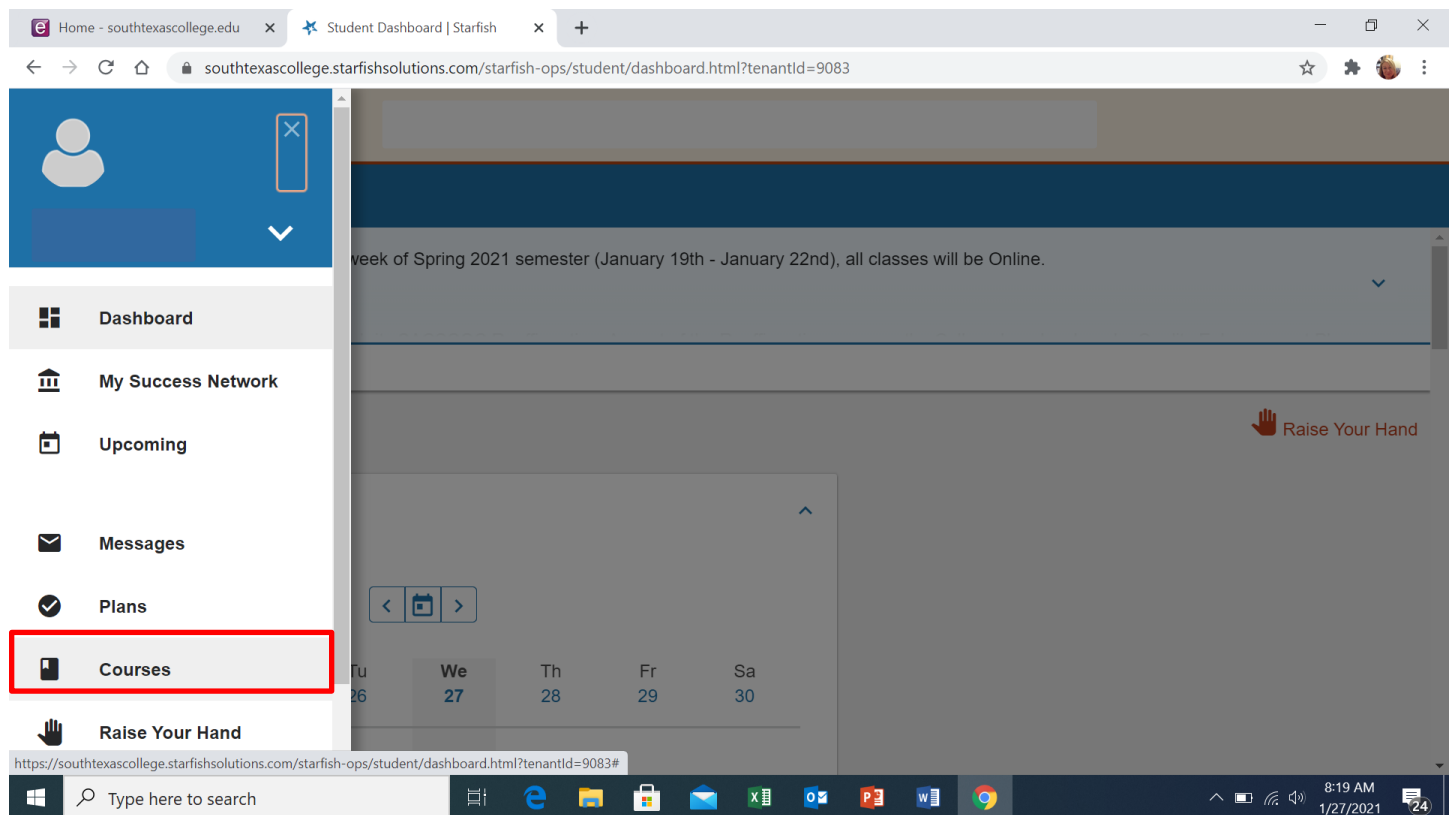
Step 1: Log on to JagNet, locate the **Starfish App** on your screen (see below):



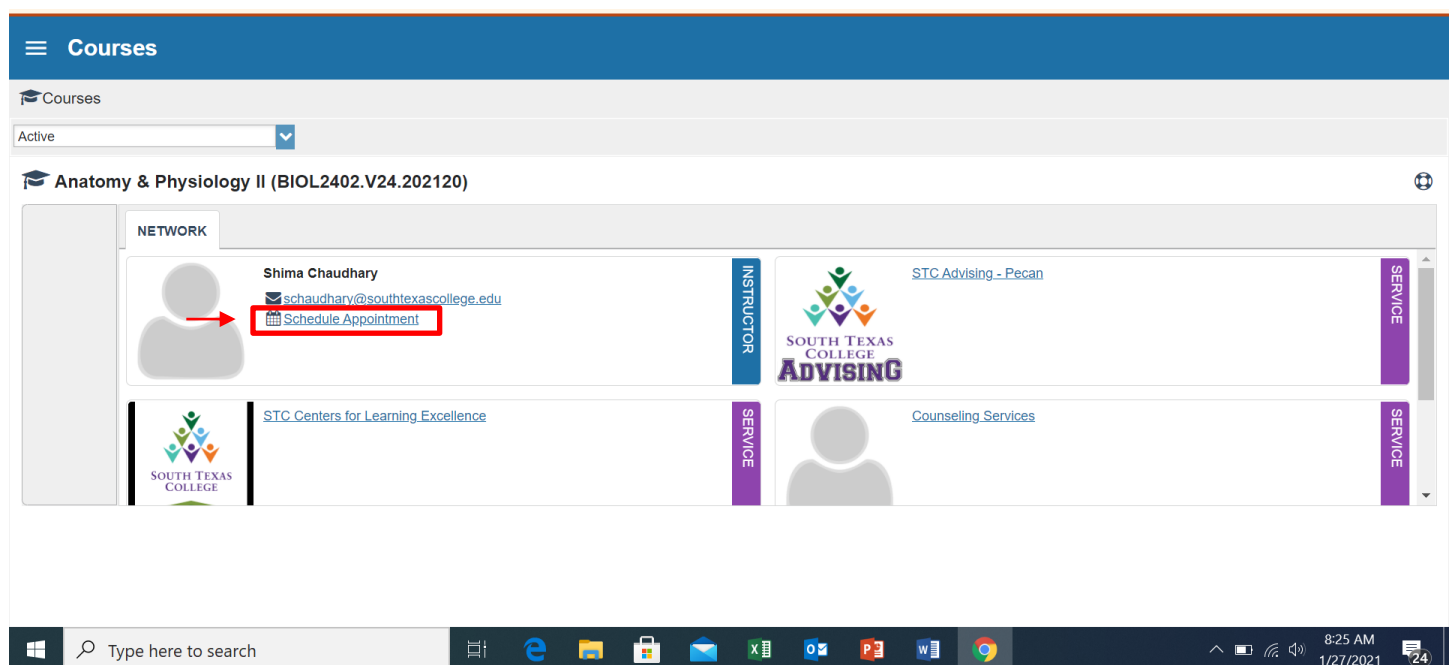
Step 2: Click on the menu button on the top left next to "Starfish":



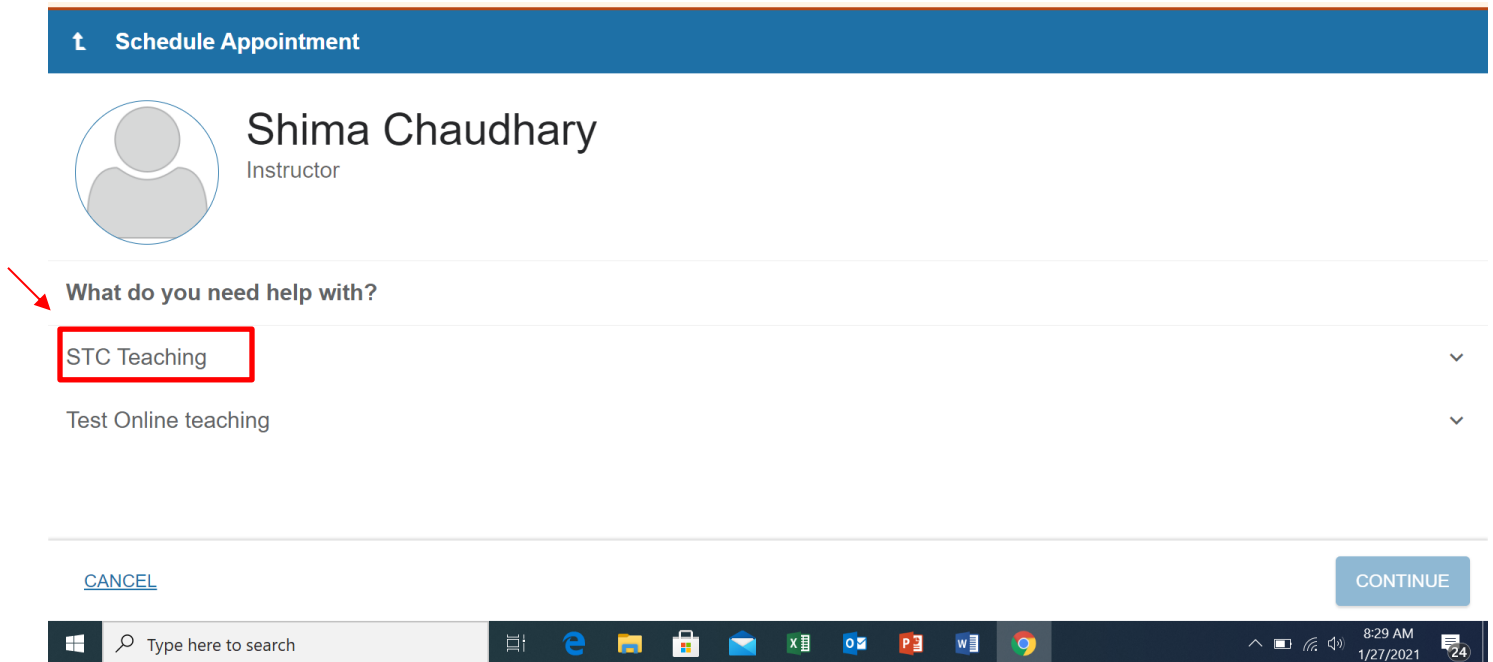
Step 3: Click on the drop down arrow:




Step 4: Scroll down to the course/instructor you want to schedule an appointment with, and click on “Schedule Appointment” (Below you can see an example):



Step 5: Next, select “STC Teaching” to begin scheduling your appointment (Below you can see an example):



Schedule Appointment

 **Shima Chaudhary**
Instructor

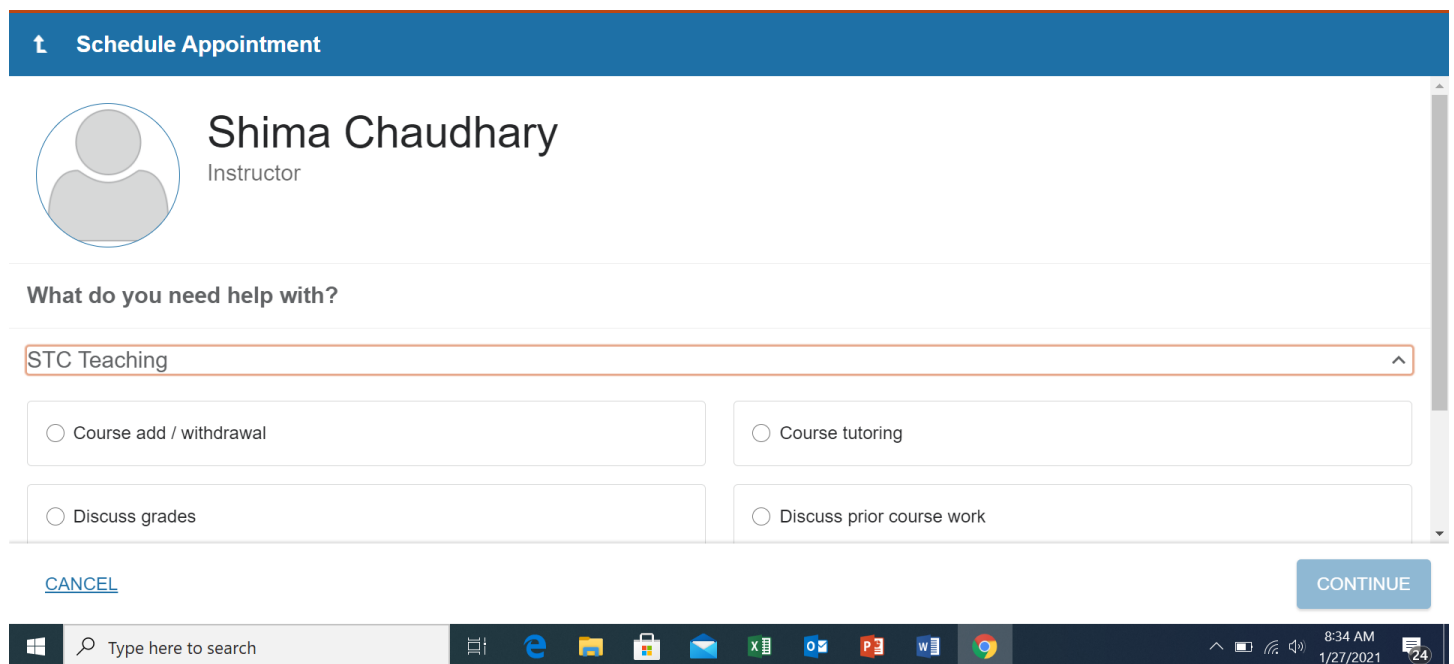
What do you need help with?

STC Teaching ▼


Test Online teaching ▼

[CANCEL](#) [CONTINUE](#)

Step 6: You will be prompted to select a topic for discussion during the meeting such as General Visit, Discuss Grades, etc. Select the one you believe best fits your meeting request (please see below):



Schedule Appointment

 **Shima Chaudhary**
Instructor

What do you need help with?

STC Teaching ^

☐ Course add / withdrawal

☐ Course tutoring

☐ Discuss grades

☐ Discuss prior course work

[CANCEL](#) [CONTINUE](#)

Step 7: Once you have selected the topic for the meeting, click on “Continue” at the bottom right hand corner:

↑

Schedule Appointment

What do you need help with?

STC Teaching

☐ Course add / withdrawal

☐ Course tutoring

☐ Discuss grades

☐ Discuss prior course work

☒ General visit

☐ Review exam or quiz

Test Online teaching

[CANCEL](#)

CONTINUE

↑

Schedule Appointment

What day and time works for you?

The appointment times you see do not overlap with your already scheduled appointments.

01-27-2021

→

01-31-2021

Show: All session types

←

January 2021

→

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Wednesday, January 27

4 available

☒ 9:00 am - 9:15 am

J2: 1206

15m

☐ 9:15 am - 9:30 am

J2: 1206

15m

☐ 9:30 am - 9:45 am

J2: 1206

15m


[BACK](#)

→

CONTINUE

Step 9: The system will then ask you if the date/times look correct. Once you are ready, click on “Confirm” to submit your meeting request.

NOTE: You can also include additional comments or provide additional information in the box on the right hand side (in “**blue**” outline).

 **Schedule Appointment**

Does this look correct?

Date and Time

Wednesday, January 27
9:00 am – 9:15 am
[Change duration](#)

Reason for Visit

General visit [Change](#)

Location

J2: 1206
Door is always open

Course

[Add a course](#)

Meeting Instructions

Door is always open

If you want, tell us a little bit about what's going on so we can help

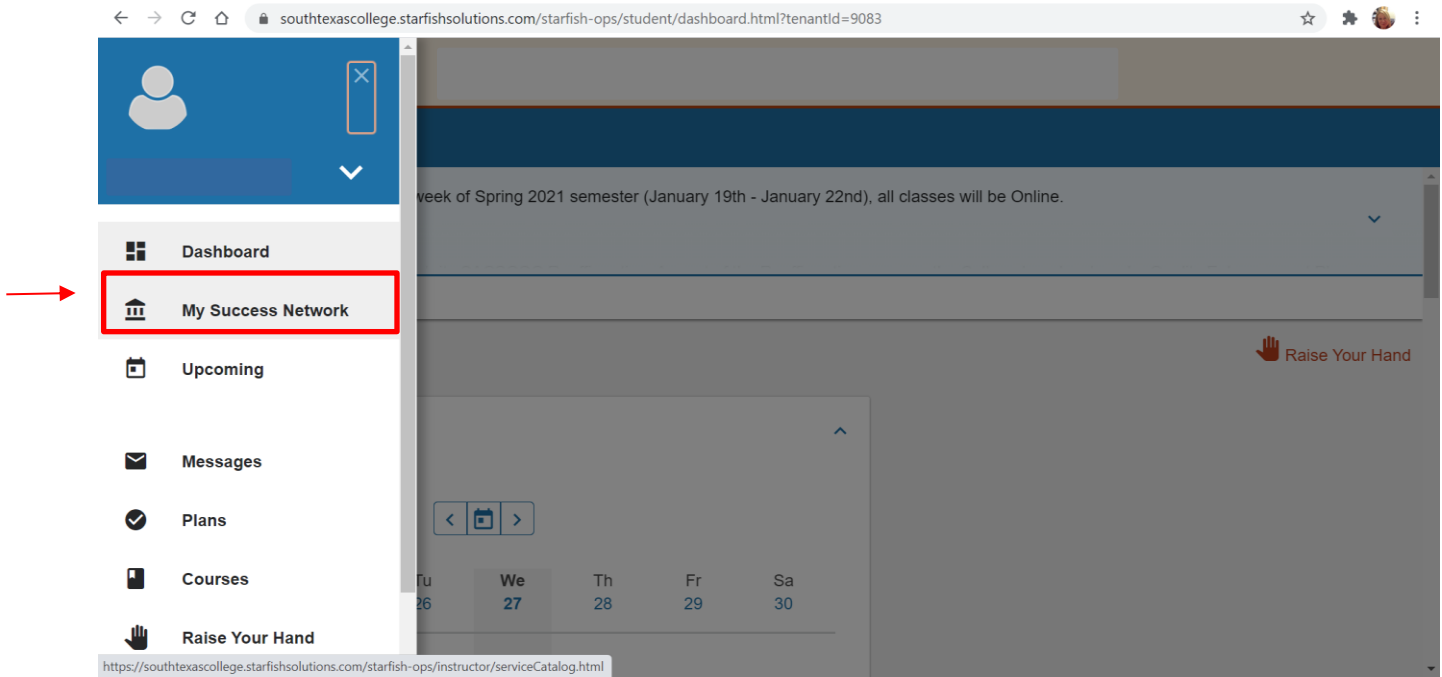
[BACK](#)

CONFIRM

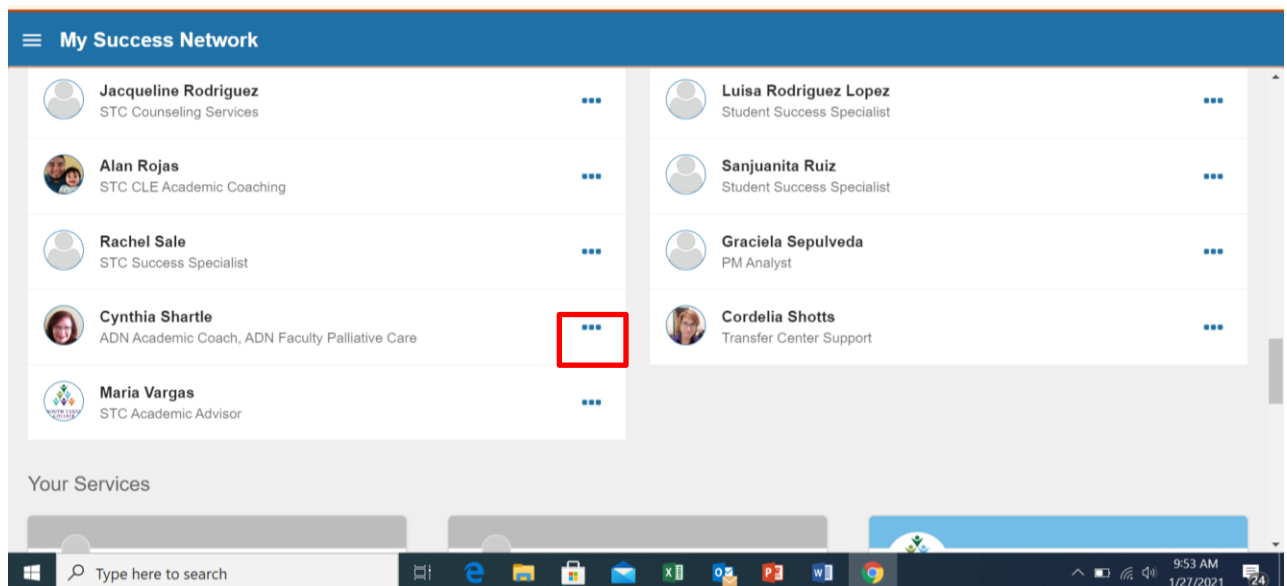
Setting Up Appointments with Support Services (Advising, CLE, Specialists, etc.)

To schedule an appointment with someone from the “My Success Network”, please follow Steps 1 and 2, then continue with the following instructions:

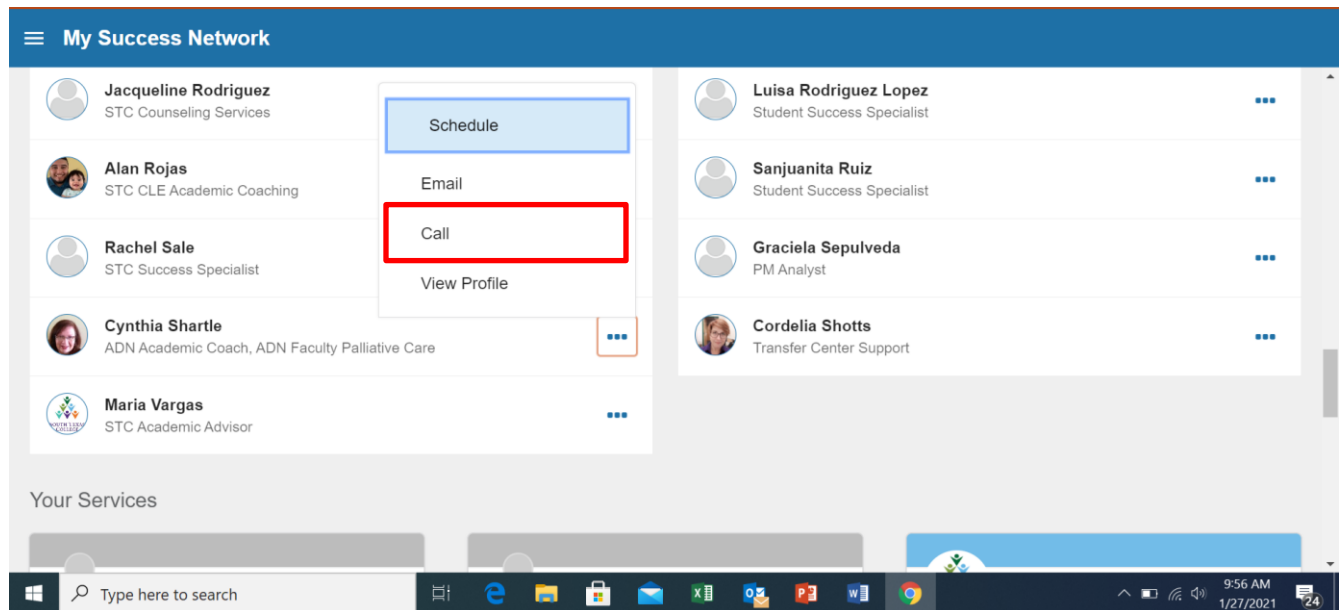
Step 10: Click on “My Success Network” to open up the list of support services personnel:



Step 11: Scroll down, and depending on the type of support you need, you can either click on that person’s name for options, or simply click on the 3 blue dots to the side of their name. Please see below for an example:

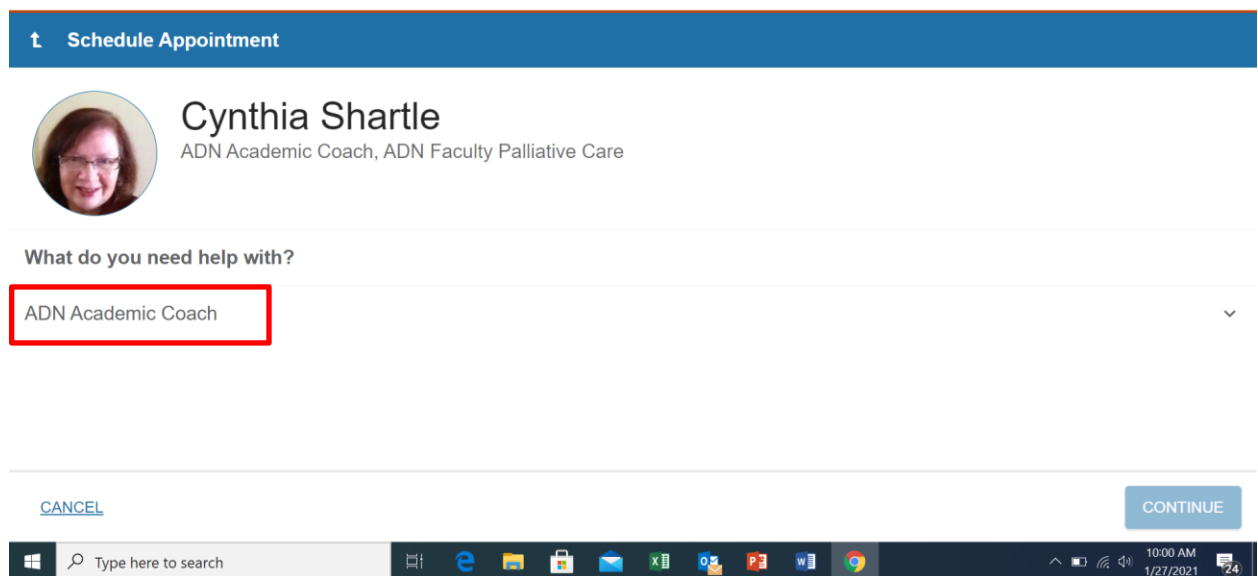


Once you click on the dots, a window will appear with options to select from. You can select to either “Schedule” an appointment, Email, Call etc. To provide an example, “Schedule” will be selected (see below):

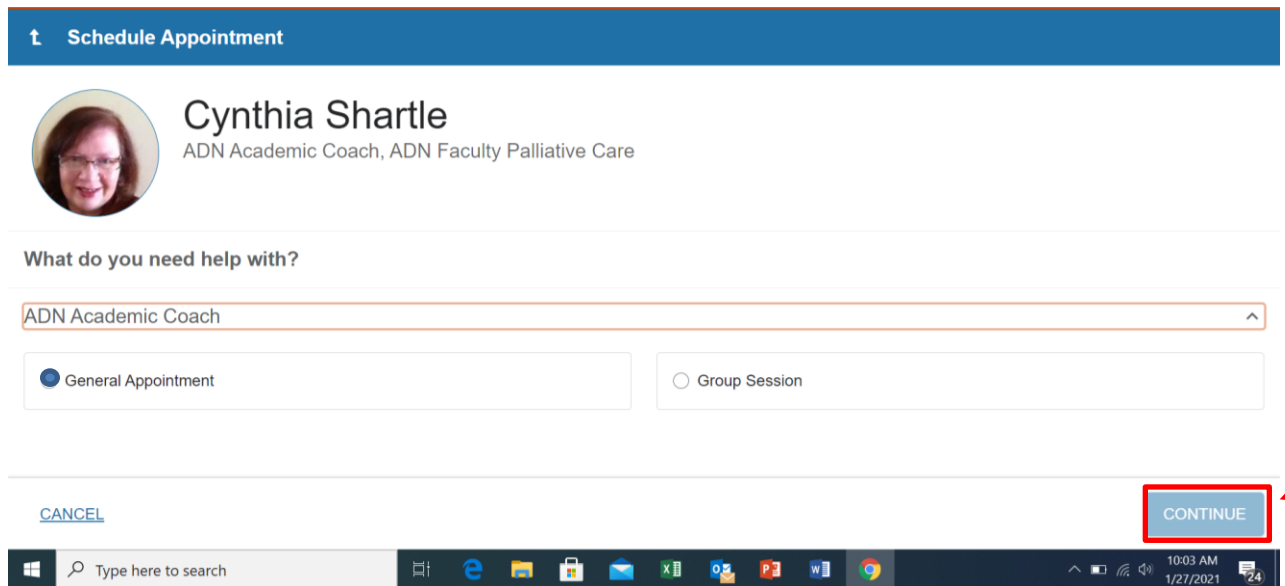


Step 12: Next, you will be prompted to select what you need help with. To provide an example, “ADN Academic Coach” has been selected. Please see below for an example:

NOTE: This is for example purposes ONLY, and if you are not an ADN program student, you should not schedule an appointment with the program specific Academic Coach.



Once you select what you need help with, you will be prompted to select the type of appointment. Typically, “General Appointment” will be the only option. For this example, that is what has been selected. Then, click on “Continue” at the bottom right hand corner.



The screenshot shows a web interface for scheduling an appointment. At the top, a blue header bar contains a back arrow and the text "Schedule Appointment". Below this, a circular profile picture of Cynthia Shartle is shown next to her name and title: "Cynthia Shartle, ADN Academic Coach, ADN Faculty Palliative Care". A section titled "What do you need help with?" contains a dropdown menu with "ADN Academic Coach" selected. Below the dropdown are two radio button options: "General Appointment" (which is selected) and "Group Session". At the bottom of the form, there are two buttons: "CANCEL" on the left and "CONTINUE" on the right. The "CONTINUE" button is highlighted with a red rectangle and a red arrow pointing to it from the right. The bottom of the image shows a Windows taskbar with various application icons and a system clock indicating 10:03 AM on 1/27/2021.

Next, continue with Steps 8 and 9 from the previous instructions above.