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.

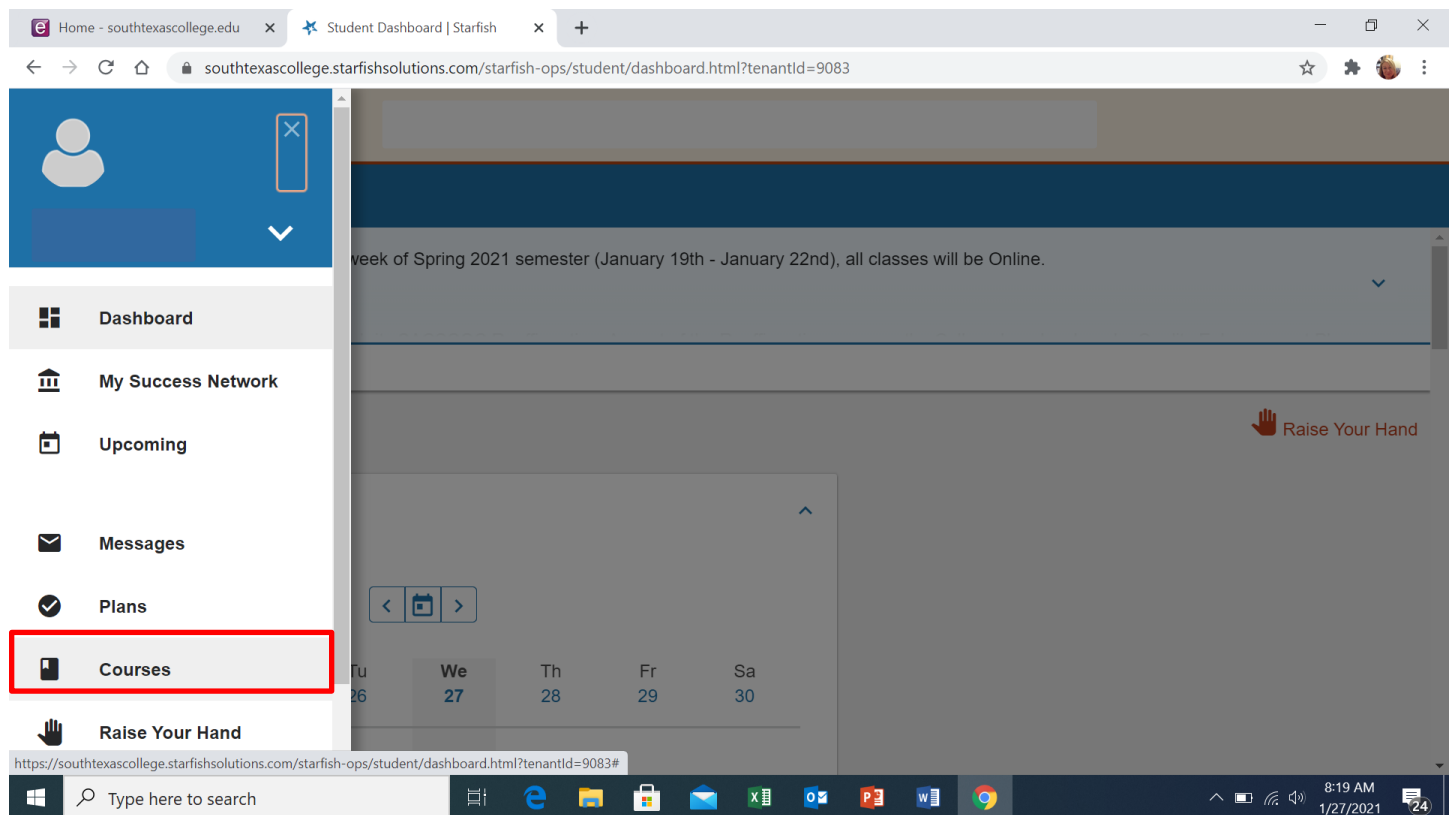The following instructions will help guide you to set up an appointment:

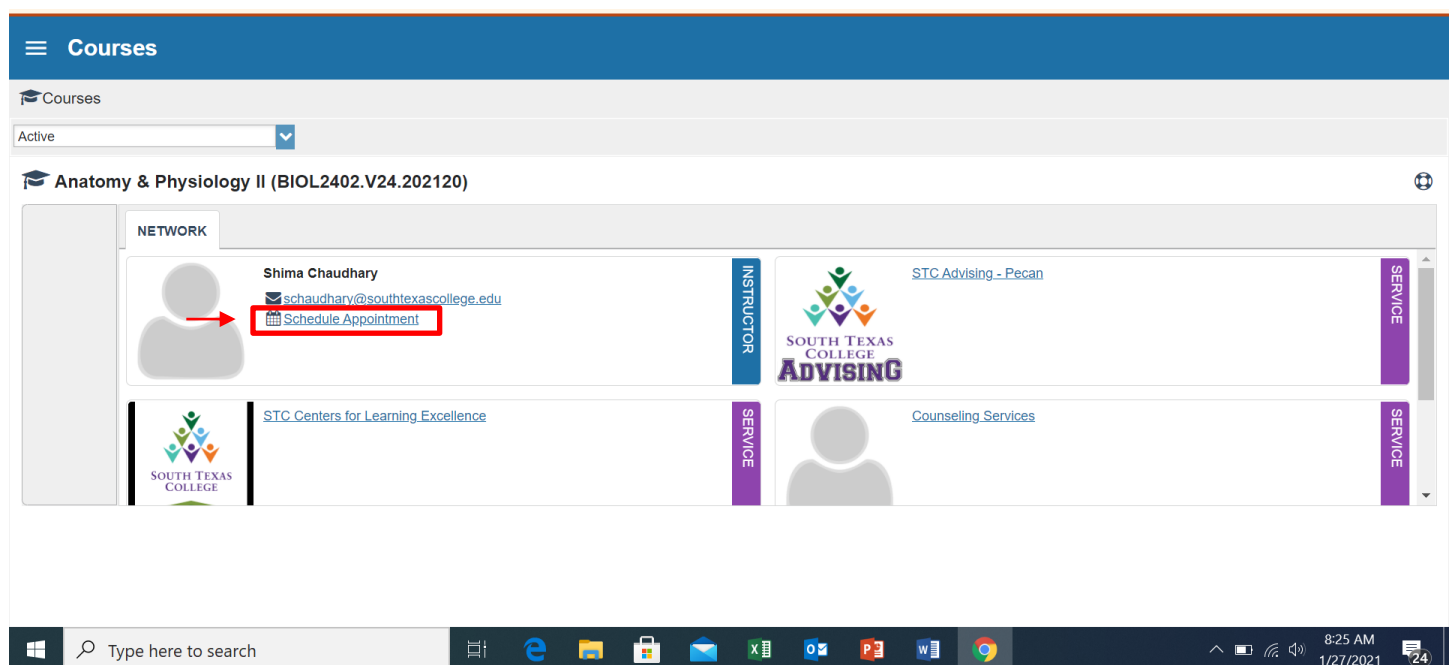**Step 1**: Log on to JagNet, locate the **Starfish App** on your screen (see below):
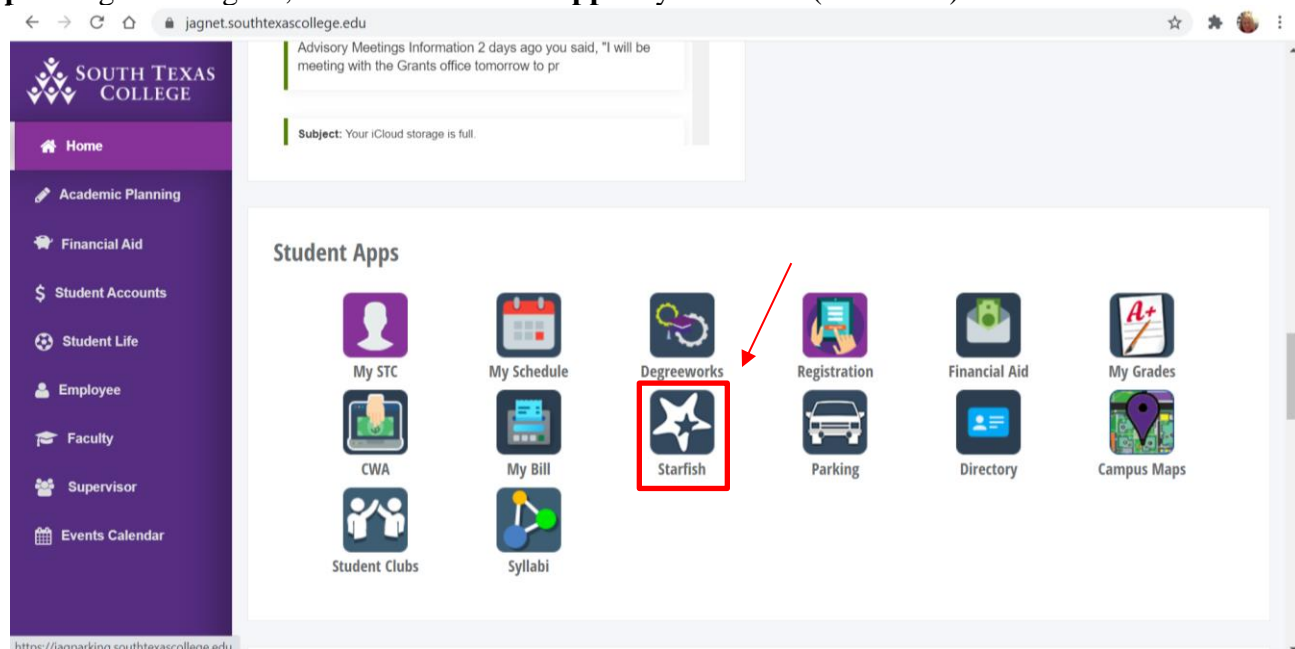


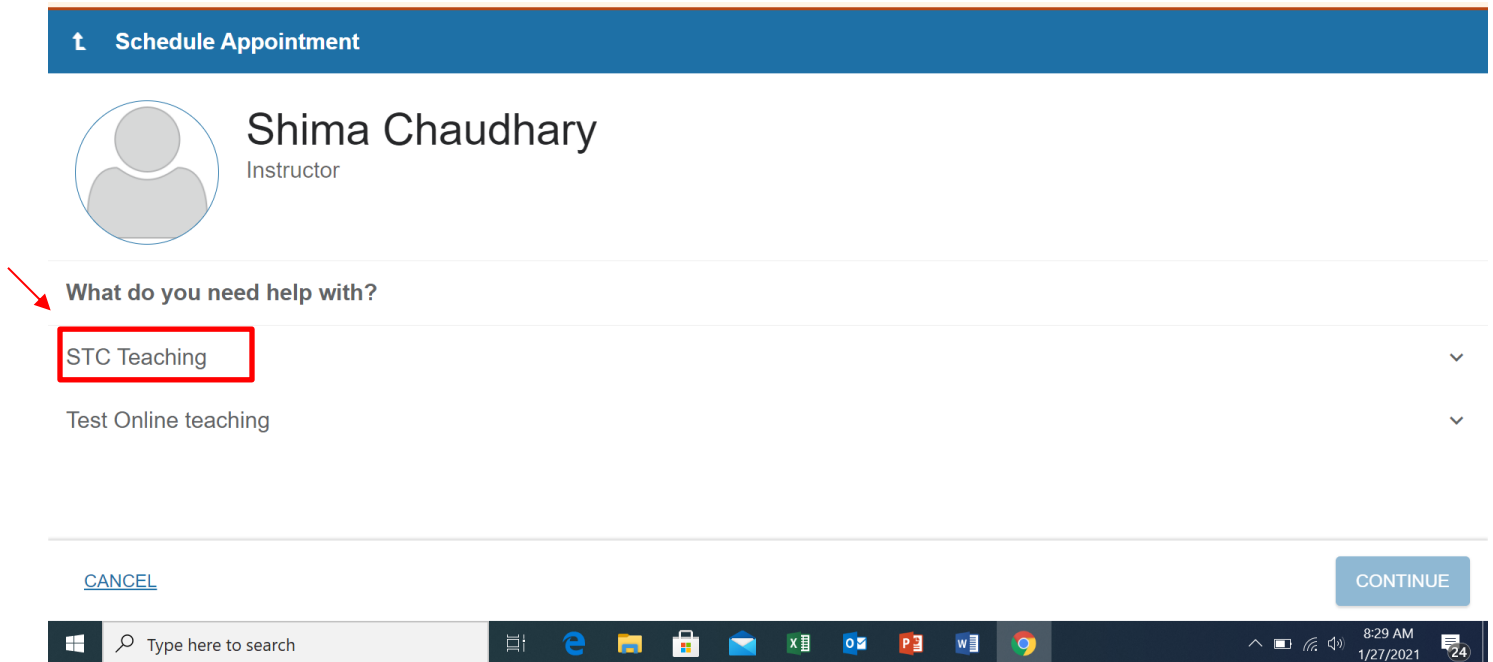**Step 2**: Click on the menu button on the top left next to "Starfish":
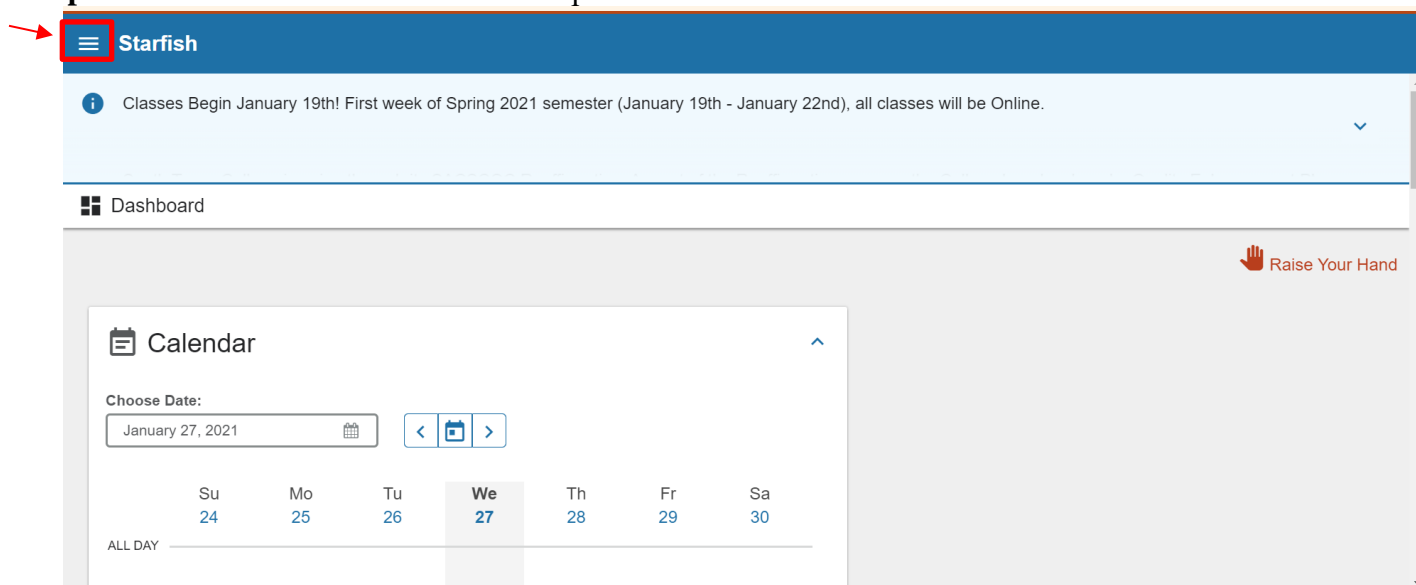
**Step 3:** Click on the drop down arrow:



**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):
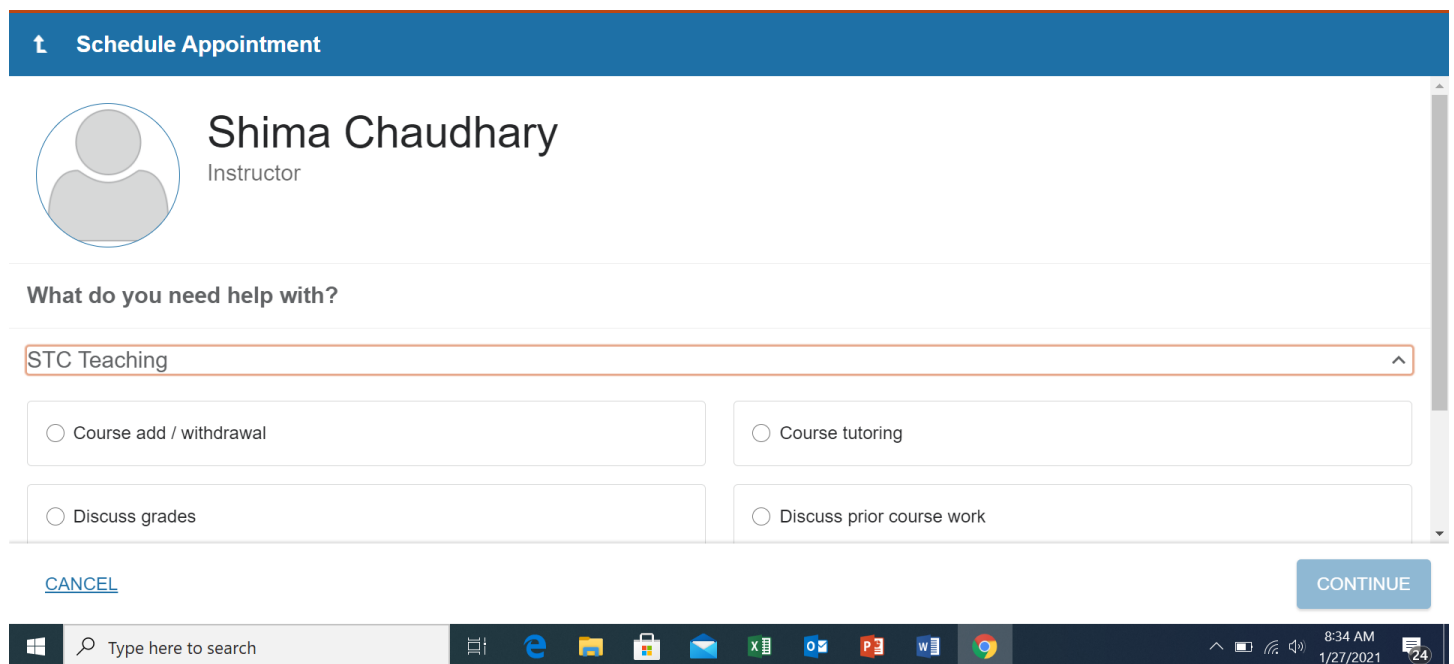


**Step 6:** You will be prompted to select a topic for discussion during the meeting such as General Visit, Discuss Grades, etc. Select the one you believe best fits your meeting request (please see below):



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

NOTE: For this example, I selected General visit.



**Step 8:** You will then be prompted to select a date/time that works best for you. Click the date (for this example January 27th, 9:00 a.m. to 9:15 a.m. has been selected), next click "Continue" at the bottom right hand corner.

,

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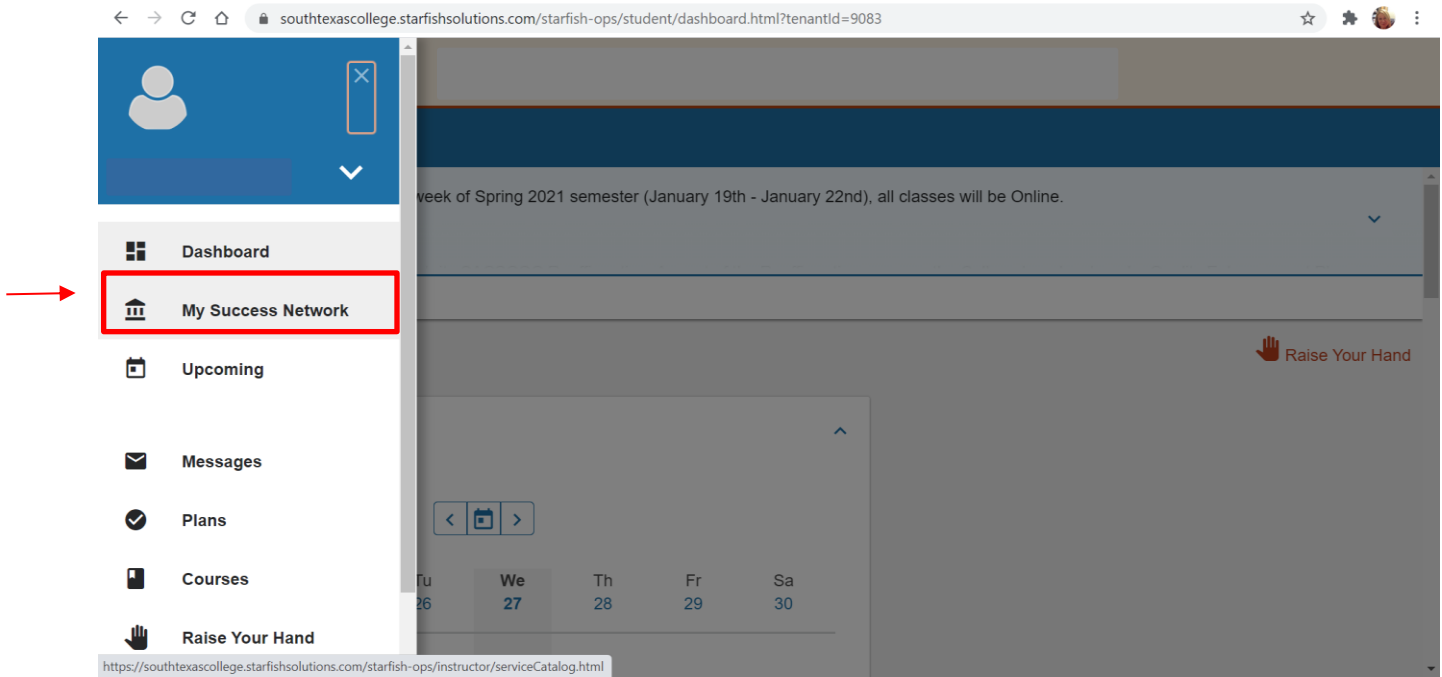
**Setting Up Appointments with Support Services
(Advising, CLE, Specialists, etc.)**

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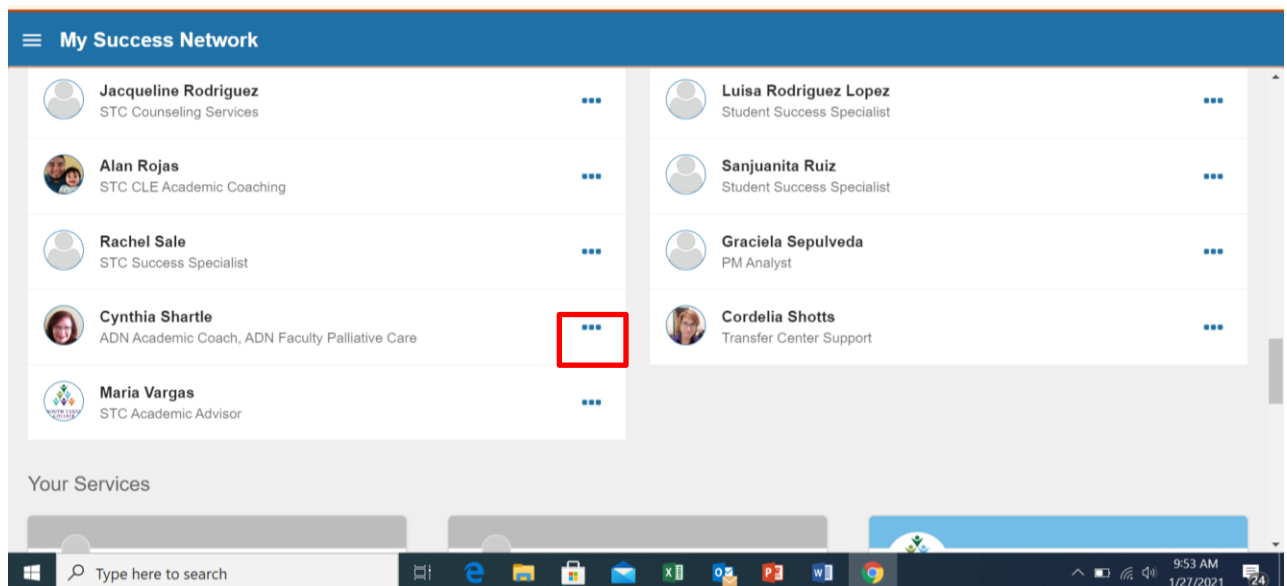
**Once you click on the dots,** a window will appear with options to select from. You can select to either "Schedule" an appointment, Email, Call etc. To provide an example, "Schedule" will be selected (see below):
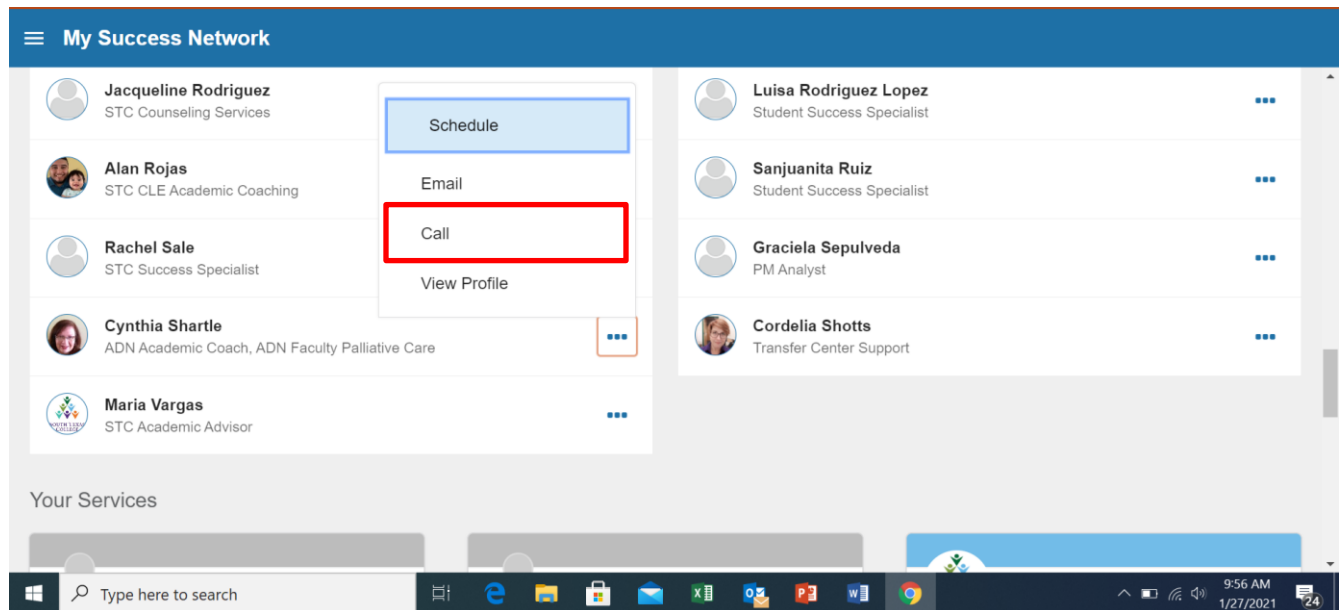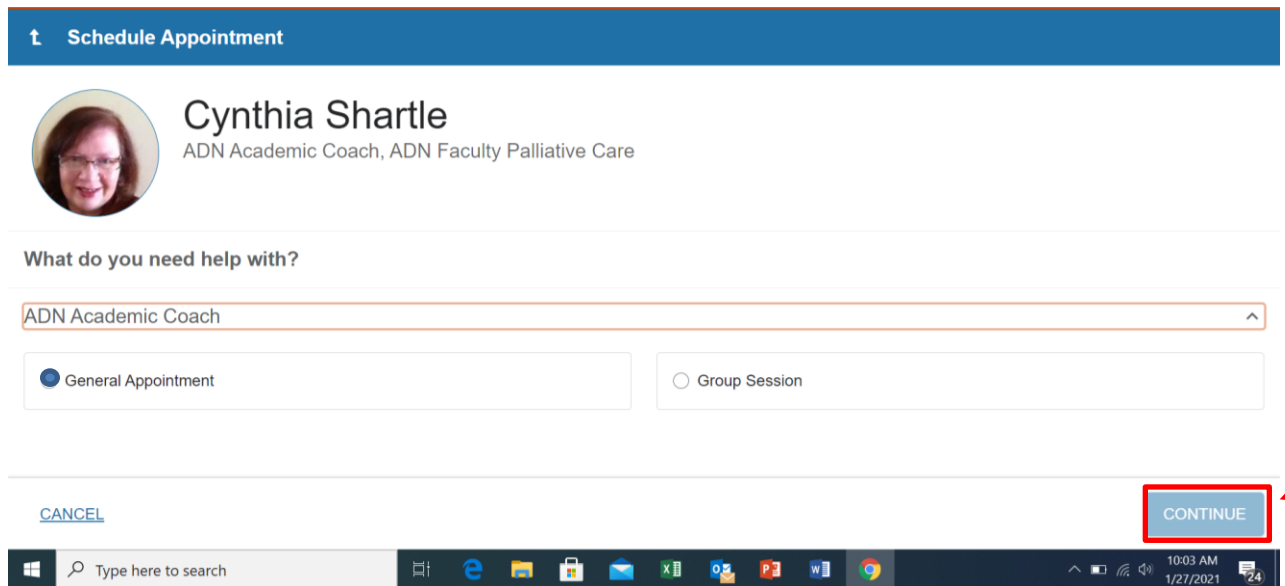


**Step 12:** Next, you will be prompted to select what you need help with. To provide an example, "ADN Academic Coach" has been selected. Please see below for an example:

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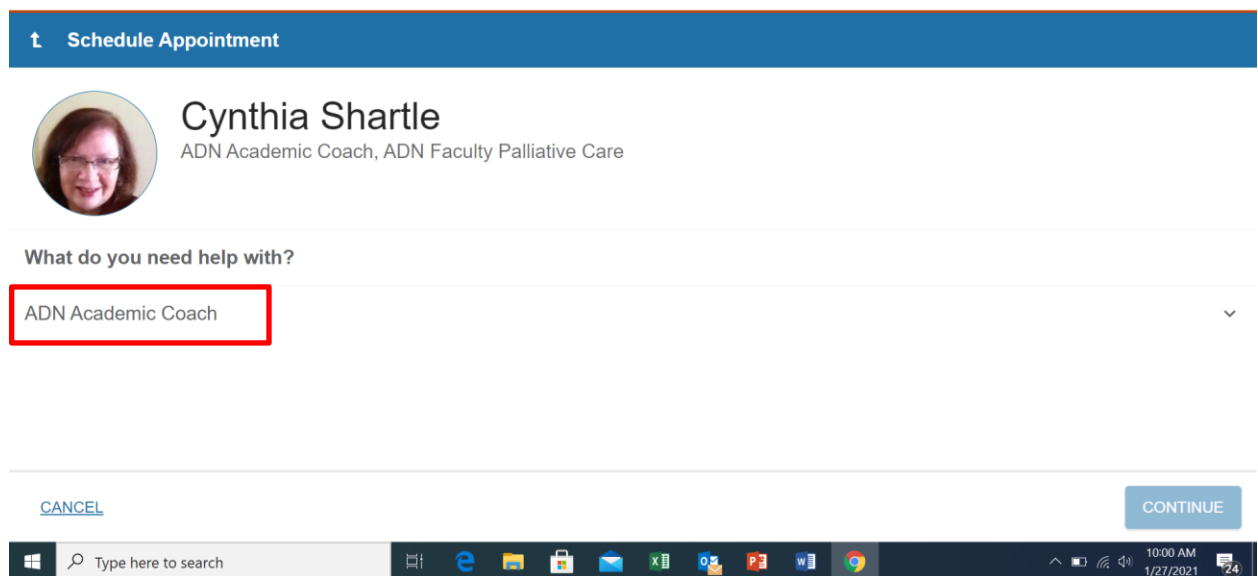
**Once you select what you need help with,** you will be prompted to select the type of appointment. Typically, "General Appointment" will be the only option. For this example, that is what has been selected. Then, click on "Continue" at the bottom right hand corner.



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