Starfish Appointment Guide for Subject Tutoring

This guide outlines step-by step instructions for how to make and cancel an appointment with a Subject Tutor in the Learning Commons. If you have any difficulties making an appointment or connecting with a tutor, please reach out to <u>Alex Crawford</u> with any questions.

How to Make an Appointment Using the Direct Link

- Use this direct <u>link</u> to access our tutoring calendar: <u>https://augustana.starfishsolutions.com/starfish-</u> <u>ops/dl/instructor/serviceCatalog.html?bookmark=service/4527784/schedule</u>
- 2. Sign into Starfish with your Augustana username and password.

Welcome to Starfish! Please login with your username and password.	Sign In to Starfish Username Password
	Login Forgot password

3. Select "Individual Tutoring" and click **Continue**.

t Schedule Appointment							
() learning commons	Subject Tutoring by Appointment						
What do you need help with?							
Individual Tutoring							

4. Under Course select the course you are seeking support for. All enrolled courses will display, but we do not offer tutoring support for all courses. Please check <u>our list of supported courses first</u>. If you do not see tutoring available on our list, then no appointment availabilities will display, not matter how many weeks into the future you look.

NOTE: If you are seeking reading/writing support, please visit the Reading/Writing Center's <u>website</u> to learn how to make an appointment.

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01-19-2024 \rightarrow 01-21-2024		1-2024	Filters Session Type					
- January 2024			\rightarrow	All session types				
50	M ₇	11	-	th	11	54	Course	
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16	16	16	17	-18	19	20	Finday, January 10	1 availab
21	22	25	24.	75	26	27	3 1 00 pm - 1 40 pm	40
26	19	30	31				Alex Crawford Director of Acatemic Support Ole 016 Feancal Management (20222-98/699-501-01)	

- 5. Click through the calendar to select different dates. Based on the date range, different tutors and times will populate. Select the date, time, and location that works best for you. Tutoring takes place in multiple locations and in some cases, you can select your meeting location, so be sure to check the location details. Once you have selected an appointment, click **Continue**.
- 6. Type in any notes you would like your tutor to see. It's helpful to let the tutor know what topics you'd like to cover during the session.

Does this look correct?	
Date and Time	Reason for Visit
Friday, October 14 7:00 pm – 7:40 pm	Individual Tutoring Charge
	Course
Team Member Name of Tutor	1st Year Spanish I (20221FA-SPAN-101-02)
Spanish or Biology Tutor	If you want, tell us a little bit about what's going on so we can help
Location	
ibrary	
Meeting Instructions	
am so excited to meet your Please bring any notes/materials from class with the subjects you want to work on & meet in the library :)	

- 7. Once you have reviewed the details, click **Confirm**.
- You will receive a confirmation email with your appointment details.
 NOTE: Declining the email invitation for the tutoring session will automatically cancel the appointment on Starfish.

How to Cancel an Appointment

Sign into <u>Starfish</u> with your username and password.							
Welcome to Starfish! Please login with your username an password.	Sign In to Starfish Username Password Login Forgot password						

2. On the home page, in the upper left corner, click the menu button)with three white horizontal lines next to **My Success Network)**.

Search services and people

My Success Network

How can we help?

Your Connections

3. A menu will pop up. Click on **Upcoming**.



4. Click on the three dots in bottom right corner. Select Cancel Appointment.

	Upcoming	
	Name of Tutor	
	Greek/Latin Tutor	
J	Saturday, October 15 3:00 pm–4:00 pm	
9	Library 2nd floor	
	n any message you would like for the t	

5. Type in any message you would like for the tutor to review. If canceling an appoint and with less than 24 hours' notice, please email the tutor to let them know that you will not be attending.

How to Make an Appointment Through the Main Menu

- 1. Sign into <u>Starfish</u> with your username and password.
- 2. On the home page, in the upper left corner, click the Menu button (with three white horizontal lines next to **My Success Network**).



Search services and people

How can we help?

Your Connections

3. A menu will pop up. Click on **Courses**.



4. Find the course for which you are seeking tutoring.



 If tutoring is currently available for the course, you will see Learning Commons: Appointment Tutoring and a button that says Schedule Appointment. Select Schedule Appointment. If you do not see tutoring available for your course, return to the Menu and select **Request Help**.

6. Select Individual Tutoring.



What do you need help with?

Individual Tutoring

7. Click through the calendar to select different dates. Based on the date range, different tutors and times will populate. Select the date, time, and location that works best for you. Tutoring takes place in multiple locations and in some cases, you can select your meeting location, so be sure to check the location details. Once you have selected an appointment, click **Continue**.

What day and time works for you?						
The appointment times you see do not overlap with your already scheduled appointments.						
10-12-2022	\rightarrow	10-14-2022	Filter: All session types •			
			Friday, October 14	2 available		
← Octo Su Mo Tu	We Th	Fr Sa	T:00 pm - 7:40 pm Name of Tutor	40m		
2 3 4 9 10 11	5 6 12 13	7 8 14 15	Spanish or Biology Tutor library 1st Year Spanish I (20221FA-SPAN-101-02)			

- 8. Type in any notes you would like your tutor to see. It's helpful to let the tutor know what topics you'd like to cover during the session.
- 9. Once you have reviewed the details, click **Confirm**.

t	Schedule Appointment		
	Does this look correct?		
	Date and Time Friday, October 14 7:00 pm - 7:40 pm	Reason for Visit Individual Tutoring Charges	
	Team Member Name of Tutor	Course 1st Year Spanish I (20221FA-SPAN-101-02)	
	Spanish or Biology Tutor	If you want, tell us a little bit about what's going on so we can help	
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	Meeting Instructions I am so excited to meet you! Please bring any notes/materials from class with the subjects you want to work on & meet in the library :)		
BAG	×		CONFIRM

10. You will receive a confirmation email with your appointment details.**NOTE**: Declining the email invitation for the tutoring session will automatically cancel the appointment on Starfish.